



University of Wales Trinity Saint David

Business Management

REPORT

“Evaluation on set of skills: Critical thinking and
Analytical thinking; Reflection”

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1. Introduction:

The following report will focus on what is critical thinking, analytical thinking their importance and use, in professional and personal day to day life. What is needed so you could be critical or analytical thinker. What is the difference between them also, will focus on what is reflection? How reflection could help us with lowering the stress levels at work, improve our self-esteem and how this process comes to combine both of the critical and analytical thinking?

2. Summary:

There is different way of thinking such as mathematical, logical etc., but how is the critical thinking different than the analytical - in a short answer critical thinking is to find problem, question information and gather more of such, filter what could be trusted and what is fictional. Analytical thinking is chunking the information to small pieces, analyzing them, that will help the bigger picture, and the decision-making process or conclusion.

As we will examine the different process of thinking, it is needed to know what actually is the process of thinking to begin with, both definitions are according to Cambridge's Dictionary (dictionary.cambridge.org/dictionary/English/thinking) "the activity of using your mind to consider something; the process of forming an opinion or idea about something, or the opinions or ideas formed by this process:"

(<https://warbletoncouncil.org/pensamiento-analitico-12766#menu-2>) Thought is all activity of the human mind produced thanks to its intellect. It is used generically to name all products generated by the mind, whether they are rational activities or abstractions of the imagination.

How do we teach these basic and essential skills? What does teaching involve? How effective is it? What does it actually mean?

3. Critical thinking

It is important to make clear that in critical thinking we are not looking for something to be faulty, or to be wrong.

(<https://warbletoncouncil.org/pensamiento-analitico-12766#menu-2>) Ennis(2015) sees critical thinking as “reasonable reflective thinking focused on deciding what to believe or not” A critical thinker he said is:

1. open-minded and mindful of alternatives
2. desires to be, and is, well informed
3. judges well the credibility of sources
4. Identifies reasons, assumptions, and conclusions
5. Asks appropriate clarifying questions
6. Judges well the quality of an argument, including its reasons, assumptions, and evidence, and their degree of support for conclusion
7. Formulates plausible hypotheses
8. Plans and conducts experiments well
9. Defines terms in a way appropriate for the context
10. Draws conclusions when warranted – but with caution
11. Integrates all the above aspects of critical thinking.

According to Ennis (2015) critical thinking is not a simple process. It contains in its self a lot longer, complex and informed process, such as questioning the method and quality of collecting information, wording of questions, facts and sources. Being critical thinker expect from you to be well informs, to see from different perspectives. When you read an article, when you watch the news or having a conversation, meeting or presentation, even in your daily task, the ability to filter information, to think deeper, to connect previous knowledge with in the situation you are, so you can take the best possible decision. You will decide fairly truthful what could or could not be trusted. Reading an article or watching the new, could be easily be influence on your perception. For example, if on the news says that putting couple of cups of bleach everyday will keep you healthy and safe from viruses, will you believe and will you do it? Or your critical thinking will start working and start questioning the whole article. With questions such as “Where is the information, is there a research, how many people took part in it, is there scientifically prove. et” if you were to blindly believe you will most likely put your health in risk rather than help it.

(Nardi 2007)“Shermer (1997) defines skepticism as a provisional approach and rational method to claims, it seek evidence to prove or

disprove the validity of these claims” Even though critical thinking is a process and does have steps, the critical thinking itself is a tool in the skepticism. This could lead to potential inability to see new ways and learning.

“Yet there is the cynicism, defined as distrust of people's motives based on a belief that self-interest and greed typically guide decision making behavior”

The four steps process is:

1. Evaluating information:
2. Creative thinking
3. Learning and problem solving
4. Communication.

4. Analytical thinking

(warbletoncouncil.org/pensamiento-analitico-12766#menu-2)” The analytical thinking it is a reasonable and thoughtful thought about a problem, which focuses on deciding what to do or what to believe and the relationship between that problem and the world in general. The distinctive feature of this type of thinking is that it divides the object of study or problem into smaller parts that are identified, categorized and analyzed separately to obtain an answer or solution, transferring it or applying it to the whole.”

Implies the ability to break down problem, so it could be easier to know what is relevant and what is irrelevant. In the process of decision making, going through the hypotheses, reflection, redefining the problem, to choosing the most appropriate one.

(warbletoncouncil.org/pensamiento-analitico-12766#menu-2)” Analytical thinking is based on evidence and not on emotions. By default, it is questioning: the question "What?" it is always present in the analysis. It is detailed and methodical. It develops the ability to investigate and allows to organize thoughts with precision and clarity.”

This way of thinking in situations that we are faced we can use the methods of analytical thinking to get better understanding of the situation. Looking into the different parts, searching for the facts, being logical when gathering the information. This could be beneficial on our

job performance, our business decision, and even bring clarity in areas and decisions in our personal life. All of that being said, it is necessary to mention that it could be applied to a situation as a whole, or partially throughout.

Precision and clarity, a professional would love to hear these describing him, in problem solving or decision-making situation. This is skill that could be thought and practiced and perfected.

In situations where it seems like impossible to get clear view, or execute decision, one can start with breaking:

- 1- Think about the purpose
- 2- State the question:
- 3- Gather information
- 4- Raise the points of view:
- 5- Check the assumptions
- 6- Think about the implications

Any situation could seem like dead end, but as soon as you start outlining the purpose, state the question and answer it, you will gather information. Those are the basic and crucial steps. Then you can check the assumptions, raise points of view and think about implications. Every process of work is easier and more enjoyable when it is step by step, organized, clear and determined.

One of the most common type of questions in job interview is to show your ability or how developed is your set of skill, for instance in job interview in Google the question is: "How many piano tuners are in New York City"?

Just this question can look frightening, but following the steps of analytical thinking, decomposing down the situation, looking in the bigger picture first, and then breaking it down from bigger to smaller such as: what is the bigger picture – New York City, second: is the layers- how many people are there? Third: simplifying – how many households, how many people are in a household? What percent could own piano. From the approximate number, we could guess what percentage will need to be tuned, and there you have it.

Important while you are going through the steps in analytical thinking you should speak them out loud and share the process, especially on work

interview, or whenever you are proving the ability of your skill. The goal is not the correct answer, rather how you got to it.

5. Reflection:

First, definition or explanation what is reflection.

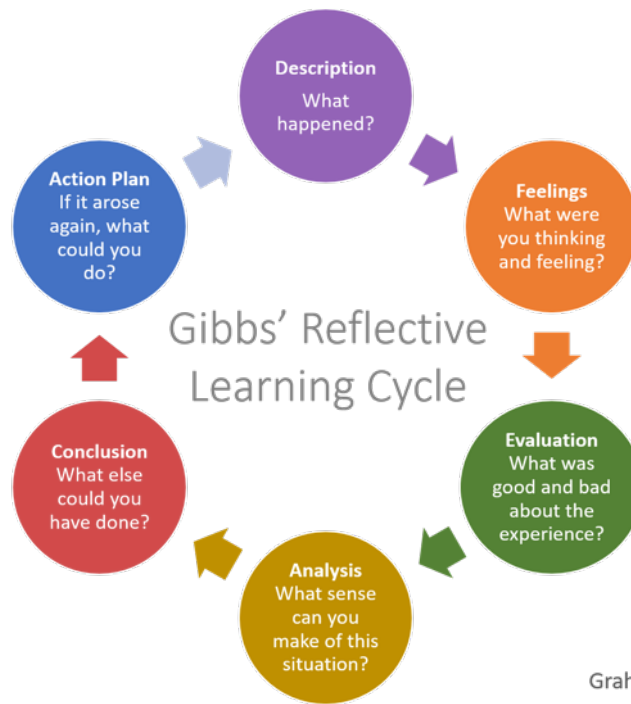
(leaplikeasalmon.com/reflection-is-it-a-skill/) "The learner is willing extensively to modify their cognitive structure and is able to evaluate the sources of their knowledge and their process of learning' (Moon JA (2004) A Handbook of Reflective and Experiential Learning – Theory and Practice.)"

And what makes a skill, it is a skill because it is an active process, that requires effort and practice. The following are reflective practice:

- 1- Descriptive – what happened
- 2- Descriptive reflection – what happened and why it happened
- 3- Critical reflection – reflecting from multiple perspectives and the influences of the context.

As we have been speaking about ways of thinking, we have to seek a tool or skill that will help us rate the process, our capability and succession, reflecting will be beneficial in building self-awareness; Creating willingness to experiment and learn from mistakes; Developing interest in learning and development; Building connections many etc. When the topic is the critical thinking or analytical it will give conclusion and evaluation, will take down the stress and doubting. It gives the confidence to learn from possible mistakes, and learn new ways to overcome difficulties.

(leaplikeasalmon.com/reflection-is-it-a-skill/) "the Gibbs model of reflection will show that it goes beyond the basic description of what happened and involves feelings, evaluation of the experience, analysis, conclusion and most importantly action plan to ensure you either continue the good practice or learn from it. 'Gibbs 1988'"



In all of the six segments: Description, Feelings, Evaluation, Analysis, Conclusion and action plan, all the questions include with “WHAT”. The reflective learning cycle involves feelings, evaluation of the experience, analysis, conclusion and most importantly action plan to ensure you either continue the good practice or learn from it.

Reflective mindset, have the ability to both concisely and unconsciously, react to changes, giving the ability come back from things that could hold us back. It is critical that we can react effective to changes so that we could be relevant in all areas of life. In fact, the ability to reflect on your life, on your situation, decisions, where you are headed to, is helping on the ability to adapt which is the new norm. It is proven that the life we live now is constantly field with changes and challenges, much rather than even 50 years ago, so with the skill of reflection in your abilities you can be sure that, these challenges will not break you, but rather help your development and minimize the negative impact on your mental and general health. Therefor your life will be fulfilled. Whether that be personal or professional

6.Conclusion

Analytical and critical thinking are different to begin with. As earlier in the report was made clear that critical thinking aims to conclude whether or not information is truthful and trust wordy, the analytical thinking is used to decompose a problem so it could be analyses separately and solved. The common between both is that they could and should be used in everyday life and tasks. Furthermore, if we start a process with critical thinking and find problem, with the analytical we will solve it. So, they could follow in the process but rarely be used together as they have different functions. In addition to this is reflection which perfectly combines them together. This set of skills used together are guarantee to be successful problem solver, professional, and deduct the stress to minimum in your life.

These two types of thinking are crucial in work, profession and business. I recon successful businessman is using both so to identify great opportunities to be beneficial for his company.

The life fulfilled with challenges, needs to evaluate and to adapt, as well as to notice and understand what information is trust wordy, how to get different view on problem and how to solve it. These set of skills – critical thinking, analytical thinking and reflection, will help and support great thinker and successful life.

References:

1. Critical thinking: tools for evaluating research, Peter M. Nardi, 2007
2. <https://warbletoncouncil.org/pensamiento-analitico-12766#menu-2>
3. <https://dictionary.cambridge.org/dictionary/english/thinking>
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