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## **Introduction**

Reflection is mainly known as the process of thinking about and learning from different experiences. It is important because this can help in making sense of learning experience and applying it to future circumstances (Gallagher, 2022). In this reflection, I will apply Gibb's Reflective Cycle to analyse three of the most important academic skills, note-taking skills finding information or research skills and paragraph writing skills. This model provides the framework for the reflection of experience and acknowledges the strengths, weaknesses, and prospective aims. The following report will revolve around three academic skills, while learning how I can gain insight into their relevance to achieving academic success.

## **Reflection**

### ***Gibb's Reflective Model***

#### ***Note Taking Skills***

##### **Description**

Taking notes has been something important in my academic activities. At first, I was struggling to sort out information from the lectures and readings that I received in a way that would make the most sense to me later when revising. Instead, I would write down every word the lecturer said, making my notes messy and confusing which were difficult to go over.

##### **Feelings**

On this account, I was somewhat sceptical about my academic ability. However, as I engaged in these skills and was corrected, my feelings changed. The better I got at taking notes, the more systematic I became in my studying. I saw the need to conclude on the points covered and the use of structures that made it easy to grasp what was covered (Pardo-Garcia and Barac, 2020).

##### **Evaluation**

In this respect, I understand that there are difficulties as well as accomplishments in working on these three academic skills. At the beginning of the course, I had no particular approach to how I could take notes effectively. Sometimes I would write down exactly what was said, and therefore I developed notes that were wordy and unstructured.

##### **Analysis**

I experienced more challenges in note-taking, research and writing because I did not have proper ways and methods. In note-taking, my first strategy of writing down all that is said without regard to the main points hinders me from being able to go through my notes and use them appropriately

##### **Conclusion**

Relating to note-taking, research, and writing I understand that all these are fundamental tools that every working student needs to possess. Although I faced some challenges in class that

included information organization, source identification and writing organization, the continuous improvement of these skills has helped improve my work in this course.

### **Action Plan**

| <b>Skills</b>             | <b>What do I want/need to learn?</b>                                                                            | <b>What will I do to achieve this?</b>                                                           | <b>What resources or support will I need?</b>                           | <b>What will my success criteria be?</b>                                                                          | <b>Target dates for review and completion</b> |
|---------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Note Taking skills</b> | Discover helpful techniques in note-taking like the use of abbreviations, use of bullet points and summarizing. | Go through note-taking seminars and learn how to condense the information shared in the lecture. | Registration for the workshop, templates for note-taking, and practice. | Notes should be easy to read, Within notes and easy to follow, particularly useful for the revision of the topic. | Approx. 15 days                               |

### ***Finding Information or Research Skills***

#### **Description**

It was also difficult to locate appropriate information for research tasks for the same reason. Lastly, I was also able to write well-structured paragraphs which was a very hard thing for me to do.

#### **Feelings**

To begin with, I experienced lots of pressure when it came to writing and research at the academic level. Sometimes, my writing was haphazard or even fragmentary, and I did not know how to organize my research findings properly. Slowly but surely I went from being insecure about my skills to being more confident and competent.

#### **Evaluation**

However, the last two benefits were the most valuable for me as the possibility to divide the information into sections with visible headings and bullet points helped to make the notes more convenient in usage and made the information more comprehensible and memorable (Fachrunnisa and Hussain, 2020). Research skills were also weak initially in the same way as critical thinking skills.

## **Analysis**

Likewise, my research skills were affected due to my ignorance of the academic database sources. While browsing regular websites, students found themselves using many sources not suitable for academic purposes. I also analysed that research is more important than the other skills because proper research with the keywords provide better content to write.

## **Conclusion**

Cultivating good research skills has enabled me to support most of my presented arguments with scholarly evidence thus improving my academic writing. Lastly, learning how to structure paragraphs has helped me write coherently and easily enabling me to flow my ideas freely (McGreal and Olcott 2022).

## **Action Plan**

| <b>Skills</b>                                 | <b>What do I want/need to learn?</b>                                        | <b>What will I do to achieve this?</b>                                                   | <b>What resources or support will I need?</b>                                                                 | <b>What will my success criteria be?</b>                 | <b>Target dates for review and completion</b> |
|-----------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------|
| <b>Finding information or Research skills</b> | Improve approaches to the analysis of the sources and the use of databases. | Join Research skills training and workshops and use the academic databases for practice. | Online facilities like academic databases related to the course and training materials, and feedback received | Find out reliable sources for academic purposes quickly. | Approx. 23 days                               |

|  |  |  |                                                         |  |  |
|--|--|--|---------------------------------------------------------|--|--|
|  |  |  | from the<br>mentors<br>(Akour and<br>Alenezi,<br>2022). |  |  |
|--|--|--|---------------------------------------------------------|--|--|

## ***Paragraph Writing Skills***

### **Description**

I have worked on numerous activities in my learning process, which demanded successful note-taking, research, and writing. At first, these tasks posed a challenge to me since I used to be overwhelmed by loads of information, the process of analysing the results of research worked well as finding ways to express my ideas. I had to improve these skills as I went on to practice in public places, receive feedback and more importantly appreciate the importance of reflection as I progressed, becoming more skillful and self-assured (Mason, 2020).

### **Feelings**

I also got annoyed with my lack of concentration to write compact and precise paragraphs to enhance my performance. Paragraph writing also became less challenging as I understood how to structure my thoughts properly.

### **Evaluation**

Paragraph writing skills can only be done when proper research has been done on the topic. I evaluated my previous paragraphs written on different topics and then will improve things as per the requirement. First, I used a general method of identifying information, which was sometimes time-consuming. I usually went to the general search engines which often provided me with the results which were sometimes not so genuine or relevant.

### **Analysis**

Writing paragraphs was another area in which I failed mainly due to disorganization and confusion. Sometimes I could not come up with a proper topic for a paragraph, so they did not express my thoughts as they should (Alenezi, 2023). When I began to make sure that each new paragraph had a topic sentence that related to the parent point and that my points were

built on one another, my prose was much clearer. The need to transition between paragraphs was also realized especially because it prevents the text from being cumbersome and inconsistent.

## **Conclusion**

This is how working on my assignments, I have used all these skills and aimed at producing better quality papers so that I can have more confidence in my academic exercise. But I understand that there is always room for improvement. I would also like to improve these skills and learn more approaches for improving one's academic performance as I progress through my academic year.

## **Action Plan**

| <b>Skills</b>                   | <b>What do I want/need to learn?</b>                                                                 | <b>What will I do to achieve this?</b>                                              | <b>What resources or support will I need?</b>                   | <b>What will my success criteria be?</b>                          | <b>Target dates for review and completion</b> |
|---------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|
| <b>Paragraph Writing skills</b> | Work on the way paragraph is constructed, use of topic sentences and transitions to different ideas. | Join writing skills training sessions and write with the help of mentors' feedback. | Writing rules, tips, writing sessions and comments from tutors. | Produce good, well-developed and logically structured paragraphs. | Approx. 35 days                               |

## **Conclusion**

I could think of how my academic skills in note-taking, researching, and writing changed with time. First of all, I had problems with such skills as classification, selection of sources, and constructing logical paragraphs. Nevertheless, I could improve my note-taking skills, enhance my research skills and improve how I structured my writing, case I practised more and received feedback. By making these changes, I was able to work more assuredly and competently at accomplishing academic endeavours.

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