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## 1. Introduction

The process of reflection can help individuals look back at past experiences and learn from those experiences. To reflect on the past experiences reflective model like Gibbs can be used. Gibbs's reflective model has six stages description, evaluation, feeling analysis, action plan and conclusion, which helps in writing reflection (Adeani *et al.*, 2020). The aim of this reflective report is to focus on the past learning during this module regarding skills like **notetaking, paragraph writing, and summarising skills**. Within the scope of this report, with the help of Gibbs, reflective model learnings will be shared.

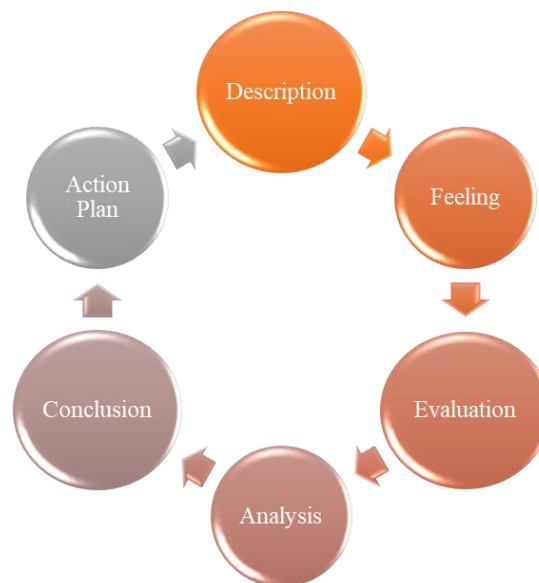


**Figure 1: Gibbs Reflective Cycle**

(Source: Self-developed inspired by Adeani *et al.*, 2020)

## 2. Description

My overall experience in this module was positive as I learned various academic skills that will be very helpful in my future personal and professional life. Salame and Thompson (2020) have argued that note-taking skills are very important for students as students who take poor notes are more likely to struggle, and it improves students' learning. During the note-taking workshop, as part of the activity, we were given tasks to listen to a podcast on the psychology of motivation and procrastination. As per the podcast, motivation is doing things just for the love of it and doing it after knowing it won't be good (BBC, 2019). As part of the summarising activity, all the students were given a text and presented its summary to the class. I performed well, and this increased my motivation. Paragraph writing is also very important for an individual continuing an academic journey, as it can help complete assignments.

## 3. Feelings

I remember that after listening to the psychology podcast, I could critically understand the drive for motivation. While listening to the podcast after class, I felt happy, and I noted down all the key factors of motivation suggested in the podcast. In the future, whenever I feel low, I take out those notes and read them to motivate myself. As per El-Kassas *et al.* (2021), a summary is about writing the essential ideas and information of the original text in a short and straightforward manner. During the module, steps like reading, writing, checking and revising as a method were suggested, which I

have started to use to understand and write academic texts. Further, being able to use the step-by-step guide to summarise text was very helpful, as I was able to perform better in the class summary activity. However, my experience in paragraph writing was not good, but after the module, I can now write good paragraphs.

#### 4. Evaluation

In the case of the note-taking workshops, everything went well due to my previous experience of taking notes. The experience during the summarising workshop was also great as I was able to learn the step-by-step process of summarising, which will not only help in my professional life but will also help in my personal life. For example, in the future, while presenting something to my seniors using my summarising skills, I will be able to provide the most essential information in a short. However, my experience in the paragraph-writing workshop did not go well as I lacked proper paragraph-writing skills. Maulida *et al.* (2022) have argued that a paragraph needs a topic sentence, a supporting sentence, and concluding remarks. The class activity of this workshop was analysing a paragraph on Switzerland, and I was not able to identify all the parts while others could be due to lack of knowledge about paragraph structure. I realised that I needed to focus on practising paragraph writing with the suggested structure.

#### 5. Analysis

Some of the things in the note-taking workshop activity went well because I had years of experience of taking notes. Also, after the workshop activity on notetaking, which was about motivation, I now feel more motivated to work on my weaknesses, like paragraph writing. The topic of summarising skills also went well because I am used to making my own notes after every lecture, which I will use during exams. For example, reviewing the lecture summary is easier than listening to the whole lecture again; it saves time. Wali and Madani (2020) have argued that the topic sentence of a paragraph is crucial as it presents the main idea of the paragraph to the reader. I have always struggled to write the starting of paragraphs, and I think after completing the activities, I now have a good idea about how to write a paragraph. With this new skill, I will be able to write professional assignments, which will help me get better marks.

#### 6. Conclusion

From the note-taking module, learning has been very helpful for me as I was able to learn the tabular approach to making notes. In my current academic life, it is going to help me take notes during the upcoming module lectures, and I will use these notes for future exam purposes. Deniozou *et al.* (2020) have argued that note-taking skills are an integral part of academic study, and they allow one to keep a record of key information. I think with the help of the suggested tabular format, from now on, all my notes will be organised. From the summarisation lecture of the module, I learnt about the step-by-step process of writing a summary, which will help me to make short notes of the whole lecture. However, from the class activity on paragraph analysis, I was able to understand that previously in academic assignments paragraphs written by me did not have all the sections which was mentioned in the lecture. Thus, I have decided to work on my paragraph writing skills so that in future academic works, I can get better marks.

## 7. Action Plan

If I had to do the same activities again, I think I would be able to perform better now as I now have a good idea about how to take notes or summarise long texts. However, in the case of paragraph writing skills, from the class activities regarding analysis of Switzerland-related paragraphs I was able to identify it as my weakness. I was able to understand every paragraph needs to have a topic sentence, a middle section with evidence and a concluding section at the end which my paragraphs at that did not had. As per Ayu and Zuraida (2020), paragraph writing is important for students for academic purposes because it increases their academic skills. Therefore, I have decided to improve my paragraph writing skills within next three months. It is a very relevant skill and I can achieve it by using the suggested structure of paragraph writing and every week, I will present my writing to the professor. Based on the feedback provided, I will make further changes to my paragraph writing skills so that in my future academic assignments, I can get better marks.

## 8. Conclusion

The aim of this reflective report was to focus on past experience and learning during the module regarding the chosen topic of notetaking, summarising and paragraph-writing skills. From the above reflection, I was able to understand that my note-taking and summarising skills are my strengths, as I performed well in the class activity. However, from the paragraph-writing activities, I was able to understand that I currently do not have good paragraph-writing skills. With the help of the suggested paragraph structure, I will write paragraphs regularly and get feedback from the professor to improve them.

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