

ACADEMIC SKILLS

TASK 3 - REFLECTIVE REPORT

Table of Contents

Introduction	3
Descriptions.....	3
Feelings.....	3
Evaluation.....	4
Analysis	4
Conclusion.....	4
Action plan.....	5
Conclusion	6
References.....	7

Introduction

This module will give a holistic understanding of the Gibbs Reflective module. This module was designed by Graham Gibbs in 1988 (Adeani *et al.*, 2020). This model will discuss the three major skills such as academic writing skills, Research skills, and Paraphrasing skills which stand as a major issue during the making modules. The Gibbs Reflective module consists of six stages that help to understand past mistakes and give an efficient process to improve them. This module will assist in minimizing mistakes and productively enhance their work quality. These modules will discuss the skills which are essential to improve their work efficiency. This module will also discuss the necessary action plan for improving the lack of requirements skills for the preparation of the modules.

Descriptions

During my academic time in university, my teacher gave tasks to me. I am inquisitive about the preparation of model making because this is a new experience for me. I started the discussion with my teacher on specific topics, however, I already knew a lot of information about the particular tasks. I and my group members started working on the given module by respective teachers on it. I faced numerous issues in the primary stage of making the module. When I started making the module I faced a lot of difficulties in recognizing authentic data from websites and other resources. I also faced the arrangement of sentences. However, I did the paraphrase work in a very effective way for making the Module. There are a lot of reviews or comments on my prepared modules and give instructions for rectifying the mistakes that are displayed in the modules, this mistake is becoming irritable for me, other hand the positive factor was I was using the paraphrasing skills in the academic writing in the productive way, which was significantly beneficial to me for compliance of models.

Feelings

I feel very delighted from the initial stage of the preparation of this module because when the teacher gave me the module for preparation I was already gathering information. After spending time when I started working on it, my group members also became confused about research requirements, data from the numerous websites and other resources for the module as well as writing periods of the module. This time of working was very irritable and a very confusing situation for me. In this preparation, I faced Research skill and writing skill-related issues. Later on, when I was making the module then I saw that Paraphrasing writing was done by me in very productive ways. This duration of time became a relaxed and cheerful moment for me. The finishing moments of the module became happier moments for me. This was a mixture of feelings for me and my

team members in the process of the module preparation. While making these models my confidence level fluctuates due to unclarity, inner fear, and lack of understanding.

Evaluation

In the preparation periods of the module, I should evaluate a lot of the problems in front of me to identify the appropriate data from which is which in my process of the module, then I understand my research skill deficiency is a major issue for me for recognition of the respective data, therefore I found huge numbers feedback on my module. I should evaluate that another person faced a writing-related issue due to not having sufficient knowledge to understand the task requirements and as well as sentence-making structure properly therefore it has become a major issue for me in the writing process. On the other hand, I found positive feedback for my submission of the module on time and organized structure for the module. During the formation of the module, I should evaluate both positive and negative feedback on my tasks. For my development of this type of operation, I try to recognize my weak skills and work on being productive to advance the skill to resolve this type of problem.

Analysis

Research skill refers to the capability to find authentic information or data, and analyze and extract information in their associated tasks (Shodieva, 2023). During my module preparation, I became confused due to searching for the appropriate data for the module requirements information from various resources. I felt that my lack of research skills was a major issue in the formation of the modules. This lack of skill is taking a lot of time to make this module and increasing my level of confusion. Writing skill means a specific specialization of the writer to put the emotion, creativity, and intellectual connection associated with the statements (Yu and Liu, 2021). I felt that in the initial phase of the writing of the modules, it became a harder task for me to form productive writing due to the lack of interpretation of the sentence structure and organized writing then I felt that writing skill deficiency is a key reason for this kind of the problem. Paraphrase skill means a method to utilize various words to express the thoughts and ideas of others (Na and Nhat Chi Mai, 2017). This skill is far better than other skills but I felt that sometimes there was confusion in academic integrity, so I also tried to enhance this skill to uplift my writing quality. These skills help me a lot with well-organized sentences for the making of modules.

Conclusion

This module has given a clear interpretation of the Gibbs reflective frameworks. This structure assists in numerous ways such as minimizing the present mistake by learning from the past mistakes. These models also promote the uplift of the essential skills that are required for quality content writing so this module demonstrates the process of enhancing their Research skills,

writing skills, and paraphrasing skills of academic writing. This module was to learn their several mistakes during preparation of tasks and it helps in rectifying their mistakes and productively organizing their tasks.

Action plan

Skills to improve	Action taken	Measurement of Success	Time-bound
Research skill	Learning from experts can improve my research skills. Also, I must continuously learn and gain knowledge about new things so that I can improve my research skill	By improving my research skills I am better able to research and thus I can contribute to the assessment task.	I achieve this within 6 months
Writing Skill	To improve my writing skills I can practice writing for free, and I can also take suggestions from experts.	After achieving this I will be better able to write my assessment.	I achieve this within 4 months
Paraphrase skill	To improve paraphrasing ability I must acquire knowledge about synonyms, and I have to increase my word stock. Also, I must gain grammatical	With improving paraphrasing I am better able to design my writing without copying.	I achieve this within 5 months

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Conclusion

In conclusion, this model provided suitable ideas about Gibbs' reflection study. With that study, this module also provided how individuals can self-analyze their progress in doing a task. The module also covered Gibbs' reflective stages. With that, the modules provided step-by-step various Gibbs' reflective stages and with a basis of each stage suitable outcome was provided in this module.

References

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