

ACADEMIC SKILLS

Task 3 - Reflective report

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1. Introduction

Purpose of the report

The main purpose of the report is to illustrate the personal experience of an individual while developing their own academic and professional skills with the well-established guidelines from the higher educational framework. Identification of own working and stability experiences, determining the effectiveness of academic understanding to develop professional skillsets, is also going to be highlighted as the main key driving phase to emphasise their own operating credibility in an effective manner.

Significance of these experiences in my own academic learning journey

In my overall academic learning journey, I focused on the specific skillsets depending on the professional practices development and effective illustration of the changed operational goals management. During my previous learning journey, note-taking and understanding assignments were the core acknowledging areas for improvement for me, through that improvement of my research focus, academic skills development and improvement of the sustainable analytical experience are also areas I considered as my experiences, which I have developed from my learning journey.

2. Description of Experiences

Description of the specific experiences from the class module

From the initial structure of my class module, I learned about the key process of note-taking and then focused on the procedures linked to understanding academic skills appropriately. Note-taking differs from the instincts of an individual's self-awareness, being more specific about a topic, precisely explaining a particular scenario in a formal way of academic understanding (Jaakkola *et al.* 2022). Apart from that, assignment mechanism guiding, receiving instructions from the professors as well as factual and knowledge based process of promoting superficial learning have also I learned as the key variables that helps me to develop understanding about the assignment practices from my learning journey paths (Class-notes). Accordingly, in my class modules later, I

also used to analyse about the research skills and the appropriate structure of referencing, which has also made me more understanding about the changed approaches to self-coordination in a more specific manner.

Discussion of the key classroom events which made a significant impact on my learning

My previous experience with 'Quizzes and Assessing Understanding' where I needed to give multiple MCQ answers by which improvement of my specific practical situation balancing capacity has been improved. Additionally, after the event, I also realised that my certain reaction controlling and being more thoughtful while answering or communicating with others has also become clearer after I attended this.

3. Analysis and Personal Reflection

Analysing my own personal understanding and intentions according to the changed academic paths management, focusing on the six key stages of the Gibbs reflective model, can be viable. The Gibbs reflective model helps to focus on individuals' own experiences depending on their interests for the changed procedures as well as development of further career growth practices with the proper sense of coordination (Praveena *et al.* 2025).

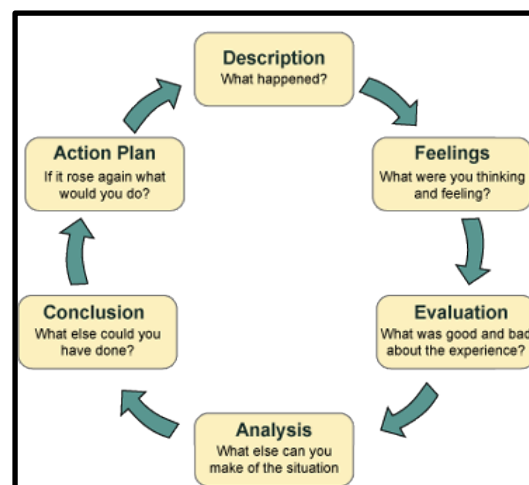


Figure 1: Gibbs reflective cycle

(Source: Class-Notes)

Gibbs reflective model

Description

During my previous experiences from my learning notes, I understand that focusing on the key phases of academic skills development and the process of being more specific about the key changes in the functions of each academic process acquisition. All my previous learning events have made me understand how to be more practical, expressive with formal patterns and also become more time management conscious, so I can be able to match any of the situational conflicts easily. Therefore, focusing on the constant approaches of academic key skills, with an underpinning of academic writing, researching, referencing and most consciously note taking helps an individual to improve their understanding of different assignments properly (Dehalwar and Sharma, 2023).

Feelings

Evaluate experiences

Evaluating my own experiences throughout the learning journey, I can consider it as productive and thoughtful, as it helped me to identify many of my flaws and also gave me the time to recover from my own, as per the necessities. However, I noticed some impulsive behaviour in me while I attended the quiz as my first assignment and was then required to communicate with the teachers and others frequently within a specific time range. Additionally, I also observed that I have poor interpretation skills and a lack of certain decision-making skills, which have affected my learning journey growth differently.

Evaluation

Analyse the experiences described about one's own learning.

Through my class notes, I learned about the detailed process of description and creative understanding, which may help my future critical thinking development more crucially. Whether a formalised pattern of referencing, maintaining academic integrity, focusing on the key paraphrasing approaches appropriately as per the operational changes, is also given, the understanding of how an individual can be able to proportionate their future career growth aspects (Johnson, 2023).

Analysis

Explanation of these experiences' contribution to one's own understanding

These mentioned experiences have given me the courage to become more conscious and aware of my key understanding and operations by which the overall procedures may change. Additionally, the certain interactive areas and situations analysis phases have made me more attentive to the

future approaches. As this understanding has contributed to my future patients' building and productive thoughts, developing ways, throughout the journey, I learned how to become more specific while managing any professional parameters.

Conclusion

Identification of my own strengths and areas for improvement

Analysing my own credibility throughout the overall academic journey, I noticed that I have high presentation skills and analytical skills, which represent my capacity for note-taking and research skills building. Alongside effective time management and organisation as per the essentiality of the changing requirements, I have also noticed as further areas for my improvement effectively. However, changing my impulsive behaviours, becoming more specific with my interpretation skills and enhancing my proactive decision-making abilities, I noticed through my learning journey, were the most important segments to manage the process of improvement.

Action plan

Reflect on the personal growth and development areas as a student of this programme.

Reflecting on the key stages of personal growth management and acquisition, developing a specific action plan would be reliable, such as,

<i>Actions</i>	<i>Strategies</i>	<i>Time-bound</i>
Changing my impulsive behaviours	Adapting the key aspects of cognitive behaviours and skills development as per the changed professional expectations would be valuable to manage impulsive behaviours (Hofmann <i>et al.</i> 2021).	7 months
Becoming more specific with the interpretation skills	Improving my in-depth research abilities by adapting my more focused explanation and analytical approaches could be effective in developing the skill	9 months
Enhancing my proactive decision-making skills	Particular situations analysis, proactively dealing with the potential paths of the situations, managing the further risks of that	1 year

	situation with the forms of positivity can be reliable to improve decision-making skills.	
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Table 1: Action plan
(Source: Self-developed)

4. Conclusion

The report has developed a critical understanding of my weaknesses and areas of pitfalls, which I have estimated as effective to ensure my career improvement paths by emphasising further key ways of professional practices improvement. Additionally, using the six stages of the Gibbs reflective model has also made me feel expressive with my own feelings and the changed behavioural factors, so that my professional skills and adaptation capacity of mine can be developed. In conclusion, it can be stated that being more conscious of the areas of my career and academic skills improvement could be effective to maximise my key skills acquisition according to the changing demand of the different learning journeys.

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