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LCLM4001- Academic Skills

Task 3 Reflective report 1000 words

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Throughout the last few weeks in these academic skills lessons, I will be talking about two experiences which are mind mapping and referencing. These two experiences helped break things down easier for me. To write this task i will be using the Gibbs model of reflection.

Experience one i will be talking about is mind mapping. Mind mapping helped me understand and break down big topics into smaller connected ideas. It helped me feel more focused because i can just break down the topic easier, which helped me visualize the ideas where I can brainstorm my ideas. With mind mapping I never knew how to use until week 3 where Akash showed us a PowerPoint (The Open University, 2024) I did struggle with how to think of breaking down the topic, how I fixed this is by doing a mind map which we did in the lesson it made me feel more comfortable and it had given me better understanding of how to do the mind map. We did this as pairs by writing down the topic and connecting our ideas with brainstorming. It helped me understand the topic more by breaking down on each point, which helped me make it clear. I plan to use mind mapping in the future on breaking down topics and i will help me improve how to plan projects and organize my thoughts. The mind mapping topic it was easier to write down a piece of paper. Over the next few weeks i will be looking at other people's videos of how to mind mapping and see how businesses and students use mind mapping. I can gain more knowledge. {Reference mind mapping} i can use mind mapping in the future to help me plan and brainstorm my idea for my assignments or in a workplace if im doing a project cause i can break down my work.

Experience two that i will be talking about is Referencing. Refencing helped me show me how to do my proper research and understand the key ideas in the field. By referencing each of my work in my assignments it allowed me to show my research effort, not just relying on my own opinion. It helps me strengthen my arguement by citing reliable sources to support my point with evidence. It helped me feel where I can get my evidence and get

backing up for the ideas i write in my assignments. It made me feel more comfortable with my own work cause i had been backing it up citing it up correcting with the correct reference. This helped me avoid plagiarism because I had the write referencing and back up for my work. In week 4 Akash showed us how to reference our work by showing PowerPoint slides (Newcastle University, 2023). I first struggled with referencing because i didnt know how to reference my work and connecting my ideas and work to a proper source. I fixed this problem by learning this by akash showing us in our lecture. I also learnt how to do the harvard style of referencing by looking at other people's work on how they reference. I looked at videos on YouTube. I also used reference in task 3. The good thing about referencing helped me back all my work which is great cause i had citation on each of my points by referencing my ideas. I plan to use referencing in the future in my future assignments and work with the correct citations.

To conclude, overall, i have gained a lot of experiences. The two experiences i wrote about were my week points but now i understand it clearer. I am happy with what i have achieved so far and cannot wait to learn more. This boosted me more about business and how things will help me in my personal life.

## References

The Open University (2024). *The Open University*. [online] Available at:

<https://help.open.ac.uk/notetaking-techniques/mind-maps>.

Newcastle University (2023). *Referencing - Academic Skills Kit - Newcastle University*. [online]

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