

Reflective report

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Executive Summary

In this study, there has been an assessment of the ways in which the module has given an idea of how to take notes well, write good paragraphs and reference appropriately. This has been a reflection of the methods, in which these skills will be beneficial in future and how these skills have been gained has been noted. Some of the other skills which have been identified are that of time management and problem solving and these have been developed while learning in the same module. In the action plan, the skills which have been identified for further improvement are note taking and emotional intelligence.

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Introduction

In this study, there will be a reflective assessment of the academic skills which have been learnt in this module. Reflection can be understood as the process of thinking about one's actions and understanding who they are, their values, why they feel the way they feel and how that reflects in their behaviour (Fathi *et al.*, 2021).

Gibbs Reflective Cycle

The Gibb's Reflective Cycle is a process of learning from one's experience based on clear structures (Adeani *et al.*, 2020). 6 steps in this model provide a clear understanding of the process of reflection- description, feelings, evaluation, analysis, and conclusion and action plan.

Description

During this module, I have worked on projects and collaborated with my classmates for the completion of the same. I have developed superior note-taking, paragraph writing and referencing skills while I have been studying in this module. My note-taking and paragraph writing skills have grown in class, as I made records of all that was being taught in the same. My referencing skills have improved from the times when I have worked on projects for this module. This has been a reflection of the ways and which I have been able to grow academically. There are many other skills which I have grown as well, like time management skills and problem-solving skills. These have improved while I have been working on projects from the college. These are some of the most important skills and are valued in a workplace, and hence, I will have to focus on improving these even more in future.

Feelings

I feel that while I have built note-taking skills, paragraph writing skills and referencing skills, I also have to improve these as well. I have always displayed good time management and problem-solving skills, which has made the process of working on projects easier for me. However, I also have to work on my emotional intelligence skills, as this will ensure that I can work as a leader in my future career. The skills which I am discussing in this study will also make it easier for me to be a good academician if I choose to not work in any industry in future.

Evaluation

Note-taking skills can be understood as the practise of capturing information in written format (Djurayeva, 2023). Some of the methods which I have applied during the course of this module lectures are the Cornell method and mapping method. The Cornell method includes including summaries, questions and reflections with each note (Gökmen *et al.*, 2024). The mapping method is meant to assist visual learners to connect the main points with details. By the application of this method, I have ensured that I have all the necessary information being discussed in class and can work on them for my tests. Paragraph writing skills have developed from the times when I have had to work on projects, write answers and take notes (Karadağ *et al.*, 2022). This has been achieved by ensuring focusing on one single idea for each paragraph and stating the ideas clearly before explaining the same.

There also needs to be a concluding sentence for each paragraph for the ideas in the same to be clearly laid out. Referencing skills refer to the ability to give credit to the work of someone else when the same is incorporated in the work of someone else (Cotton *et al.*, 2024). These skills have come to use while working on the projects and this has been able to show how one can avoid plagiarising the work of other scholars. These are some important academic skills and have been developed by me in this module.

Analysis

Upon analysis, I can confirm that I will be able to apply these skills in future for making sure that I can do better in my tests and write good research papers. I will have to improve my note taking skills, as I understand that the Cornell method or the mind mapping method will not be appropriate for corporate settings. I have also understood that I have good time management skills. This is because there is a good system of organising tasks based on their priority and ensuring that time is slotted clearly for each of the tasks (Gul *et al.*, 2021). I also have strong emotional intelligence and problem-solving skills. Problem-solving skills refer to the ability which people have to understand, analyse and solve issues (Darvishi *et al.*, 2023). I have developed this skill well while doing school work which needed me to look through large volumes of information and decide which ones would be the most appropriate. Emotional intelligence can be defined as the ability to understand and regulate one's own emotions and the emotions of others (Bru-Luna *et al.*, 2021). This is a skill which I have at present, but will have to improve in future to become a good professional.

Conclusion

In this study, there has been an analysis of the skills which have been developed during the course of this module. Some of the skills which have been built the course of the module are that of taking notes, writing paragraphs and referencing skills. Some of the skills which I have also developed during the course of the study include things like solving problems well, managing time well and having emotional intelligence. I have to make sure that I can improve my emotional intelligence skills and my note taking skills. These will be able to ensure that I can be a good professional in future.

Action Plan

This action plan will be formulated on the basis the time span needed for improvement and the factors which have to be considered during the same will be listed. To achieve this, the SMART action plan will be applied and the factors which have to be taken into consideration are- specific, measurable, actionable, relevant and time-bound.

Specific	Measurable	Actionable	Relevant	Time-Bound
To grow my note taking skills and organising my work better	This can be measured based on how well I can gather all the information I have in one place and work with the same.	This can be implemented by the application of the charting method, which includes understanding the main points of a context and eliminating the ones which are not important.	This is relevant as I will be able to focus on ensuring that my notes are precise cannot redundant.	6 months
To work on my emotional intelligence skills and improve communication	This can be measured because of how well the patterns of communication are regulated based on the situation which one is being faced with	This can be achieved by making sure that I understand the emotion of the person I interact with and understand their beliefs	This is relevant as I will be able to make sure that I can be a good leader in future.	1 year

	(Bru-Luna <i>et al.</i> , 2021).	before I make any statements.		
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Table 1: SMART Action Plan

Conclusion

In this study, there has been an identification of the skills and have been developed during the course of the study. The skills which have to be worked on in future have been listed and this has been an understanding of the ways in which one can grow as a professional.

References

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