

REFLECTIVE REPORT

ACADEMIC SKILLS LCLM4001_Lon

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1.Introduction

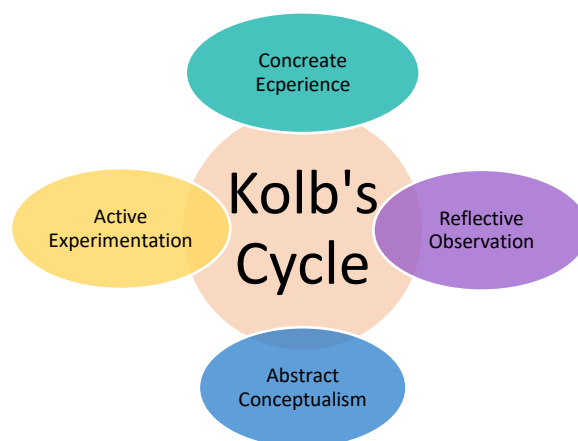
Reflecting on my academic experience in this module has helped me understand my skills and developing them. It is a powerful tool that can be apply in any learning process that allows people to learn and improve from their experiences.

It involves looking at thoughts, feelings, and behaviors to find out how they support both professional and personal development.

Reflective practice is essential in personal, academic as well as profession environments because it promotes continuous growth and learning. It typically involves looking back at something, analysing the idea, and understand what it means for the subject. (Yu,2023)

1.1KOLB'S Cycle

Of all the method's frameworks that we have learn so far in this report I will be using the Kolb's experiential learning cycle (1984) design. (University of Hull, 2024)



“Learning is the process whereby knowledge is created through the transformation of experience” (Kolb and Kolb, 2013)

2.Main Body

2.1 Finding Information

Concrete Experience

Finding Information is the ability to discover, check and use source effectively. I realized the importance of finding reliable information thanks to the different examples and website we explore like FORBS, BUSINESS MAGAZINE, GOOGLE SCHOLAR, TED TALK and more.

We learned to evaluate the reliable source with the CRAAP test, this allowed me to concentrate on information criteria and helps me structure my research as it covers five key points:

CURRENCY- Focused on the latest and update information found

RELEVANCE-The importance of the information when applied to quote and full paragraph text.

AUTHORITY- The integrity of information like credential, URL and author details for example if is a university website or government like management.org.uk or online university library.

ACCURANCY-The truthfulness and reliability of the information and source supported by evidence like language, spelling and grammar.

PURPOSE-A clear reason why the information exists and what you want to achieve.

All these criteria were a massive support that allowed me to develop critical thinking and find reliable information. (Writing Commons, 2019)

Reflective observation

When I think on my experience, I realise that my early search abilities were not precise enough to check the URL or confirm the source of the most recent update. During class, We also studied the differences between the type of source, the step to find useful materials such as getting started, understand the topic, check the module, develop the research and the exercise we completed.

Abstract Conceptualization

I found that my research abilities may have been improved during this time by accessing scholarly databases like Google Scholar and the Online University Library. To develop and comprehend the idea and concept I was researching, I also realised how important it was to use articles and primary sources, as well as to look up terms on Dictionary.com and synonyms on Thesaurus.com.

Active Experimentation

I will continue to improve my research techniques because I believe they will help me better manage my skills in both academic and professional settings.

2.2 Paraphrasing

Concrete Experience

The second topic skills that I will cover from this module is paraphrasing that is not just write in your own word but demonstrate that we fully understood the meaning of the text.

I found paraphrasing to be difficult on the beginning because, English is not my first language. However, by using various examples in class, I was able to understand the key points of how to paraphrase, avoid plagiarism, make ideas clear, explain quotes, and paraphrase from other authors by using synonyms, changing the word's form, using the active and passive voice, and using both positive and negative language.

Reflective observation

I reflected on my difficulties and realized that I needed to improve my ability to write the original author's ideas in my own words while maintaining the original meaning and that is important to fully understand the text. Paraphrase shows that you understand the meaning of the text in your own way without making an always direct quote.

Abstract Conceptualization

I worked on paraphrase activities both in class and on my own, as the whole point of paraphrasing is to show that I understood another person's idea and summarise in my own

way, and I asked both instructors and classmates for feedback. I additionally verified the authenticity of my paraphrased content using academic tips and examples.

Active Experimentation

I plan to continue practicing paraphrasing and seek feedback to ensure I maintain this skill. Additionally, I will share this skill to others, as explaining it to someone else reinforces my understanding and practice. (www.brookes.ac.uk, n.d.)

2.3 Reference Skills

Concrete Experience

Reference, which includes the sources cited in the essay, report, or other expert and academic writing, is the last topic that I choose to look at in-depth. I learned during the third week that referring is the process of properly recognizing other people for their publications and studies when we use them, and that it only includes the source that we cited in the text's body. It gives expert evidence and addresses several questions, such as who, what, when, where, and why. Additionally, we also practise recognizing references from one, two, or more authors and how to locate them in their in-text or table of contents. (The Open University 2024)

Reflective observation

Proper referencing at first was a challenging task for me, but during class I learned how to use it properly, I thought about my experience and realized that mastering referencing skills was crucial to avoid plagiarism and give my work a professional touch.

Referencing is necessary because it allows us to correctly cite the paper, article, etc., that we use for an assignment. The exercises available on Moodle and in the guide “cite them right” allowed me to apply and practice this lesson and understand how to reference a book or an article in a specific style.

Abstract Conceptualization

I became familiar with a lot kinds of Harvard citation styles find in the guide such as how to make them for a printed books, online articles, and papers. I learned that when we use

Harvard Style, there are two components: an in-text citation-that for a book will be surname and date and a reference list at the end of the assignment which contains all the information to discover the source used to help the reader locate the source more efficiently.

Active Experimentation

I will continue to stay updated with the latest citation guidelines and use citation management tools as “cite them right” true the process, to verify my work. (Newcastle University, 2023)

3.Conclusion

Reflecting on my academic journey the Kolb's Experiential Learning Cycle has provided valuable insights into my learning processes and the development of key academic skills. The stages of Concrete Experience, Reflective Observation, Abstract Conceptualization, and Active Experimentation have allowed me to critically evaluate my progress in finding information, paraphrasing, referencing, note taking effectively, analyse a paragraph and more.

Through this reflection, I have recognized the importance of continuous improvement and adaptability in my approach to learning. Mastering the skill of finding information has empowered me to efficiently navigate different academic resources, while effective paraphrasing has developed my ability to produce complex ideas.

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4.Reference List



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