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Task 3: Reflective Report

Table Of Contents

Introduction.....	3
Gibbs Reflective Model for the Three Chosen Skills	4
Conclusion	8
Reference	9

Introduction

This reflective report focuses on three essential skills for academic writing: one may refer to citations and paraphrasing, and one may even use self-reflection. As such, these skills constitute they play a crucial role in the form of communication, decision-making and keeping, and ongoing personal and career development.

Written academic skills are quite a pivotal element of education, and they attract certain skills that help students communicate effectively and be critical thinkers. These skills which include paraphrasing, referencing, and reflective practice are the most important ones that are required for a writer to develop himself/herself to become an expert in art.

Paraphrasing is a subtle art of taking someone else's thoughts or ideas and rewording them so that they no longer plagiarism but still mean what the author meant. This skill is crucial because it is necessary to prevent plagiarism and to highlight and prove the customization of the knowledge. It also encourages critical analysis when the writer has to narrow down the theme of the text and revise it into their own language.

Referencing means indicating and providing recognizing and citing sources used in academic work. On the one hand, it does not only guarantee academic integrity yielding the needed credit to which original authors are entitled but also to the fact they are open for the relevant public to know and hence explore sources for further research or verification. Due to this, proper referencing is considered the mark of credibility for the scholarly text and shows that its author keeps academic honesty and responsibility as the main principles of his work.

Hereafter I will use the Gibbs Reflective model as it is left to introspect and then criticize one's experiences, emotions, and actions. Through the Gibbs Reflective Model, I explored the three chosen tactics that had either worked somewhat successfully or that I had failed to implement.

Gibbs Reflective Model for the Three Chosen Skills

Academic Writing Skills

Description: Scholarly writing is writing that is characterized by clarity, logical structuring, and well-conducted research done for academic purposes. It involves creative thinking, analysis, organisation, and speaking skilfully.

Feelings: In the very beginning, I felt that academic writing was really puzzling. The requirement for a high degree of accuracy, straightforwardness, and working by the strictly defined formatting styles created a special ambiance (Adeani *et al.* 2020). To some extent, the persuasiveness of my abilities increased as I went ahead with this task. For me to effectively communicate complex ideas and contribute to the academic discussion I learned to value them more.

Evaluation: One's excellent academic writing skill is an indispensable asset that is not only key to success in higher education but also to one's future. These aids and abilities help me write my essay logically by these words, showing evidence for the arguments, and participating in academic discussions (Sekarwinahyu *et al.* 2019). Nonetheless, keeping the uniform writing standard for all assignments from different subjects may sound easy but it is a very difficult task that requires effort.

Analysis: To strengthen my writing skills, I would require constant effort and craft myself based on feedback. It is paramount for me to get acquainted with dissimilar types of papers and academic writing rules within various disciplines (Markkanen *et al.* 2020). Besides, well-establishing my writing course such as research, outlining as well as drafting, and revisiting would help me to work better and deliver quality writing.

Conclusion: Through my academic writing classes, I have developed the fundamental writing skills that will help me now not only in my schoolwork but also in my future undertakings. Acquisition and polishing of these capacities enable me to clearly present difficult concepts,

Task 3: Reflective Report

contribute to the expansion of science, and make me a valuable voice who is trusted and respected in the field.

Action Plan:

- For academic writing skills, I will further support sustainable tourism, I highly advocate for educating tourists, communicating effectively with local communities, recognizing the role of technology, and implementing strategies that can facilitate responsible tourism.
- Request their comments on my papers from those who teach and fellow students to get a better perspective.
- Attend writing seminars or utilize the departments on the campus on always writing.
- Reading technical literature in my field in order to understand the writing requirements of academic literature.
- Take measures for permanent vocabulary extension and adapting to academic terminology year-round.

Paraphrasing:

1. Description: The paraphrase does not imply my word-for-word reproduction of the article. Instead, it is about conveying the original meaning using my own words. This skill necessitates thorough reading comprehension and effective expression or paraphrasing of opinions in a brief, clear, and precise manner.

2. Feelings: At first paraphrasing may scare by the chance to understand the sense of words in the original source or even by robbing intellectual property (Tawanwongsri and Phenwan, 2019). On the one side, it is a challenge, but with much effort, it is finally a test of critical thought.

3. Evaluation: Paraphrasing is a valuable skill that promotes a deeper understanding of the source material. It encourages the writer to engage with the text actively, analyse its content,

Task 3: Reflective Report

and uniquely synthesize the information. However, it can be challenging to strike the right balance between staying true to the original meaning and avoiding verbatim copying.

4. Analysis: For that, I need to up my paraphrasing content game always working with different types of texts including academic papers and news articles (Toba *et al.* 2019). In addition to this, possessing a heavy vocabulary and distinction between the various synonyms can moreover help to articulate ideas more precisely. Consultants and teachers could also help identify those areas reassessed in the feedback they have given.

5. Conclusion: A significant writing skill in academic writing is paraphrasing, which supports critical thinking, increases comprehension of the data and reduces the communication barrier. Not only will mastering these skills enable me to avoid plagiarism but also to demonstrate the depth of knowledge regarding the material and however, to add to the wider academic conversation.

6. Action Plan: Here are some of the methods to improve paraphrases:

- Read at least a couple of different texts often.
- Enrich my vocabulary and vocabulary word learning.
- Ask fellow students and the teachers for advice in class.
- Employee training on web sources and manuals about paraphrasing correctly.

Referencing:

1. Description: Anyone who's done any academic writing knows that referring to the sources it implies giving accurate references, and using credible styles and guidelines (APA, MLA, etc.). It must contain fine-tuned record-keeping, not much distraction from any subjective details, and a proper understanding of citation formats.

2. Feelings: Referencing can also be a tedious and time-consuming process, which especially occurs when multiple sources are stood for and the style of citations is complicated (Ebadi and

Rahimi, 2019). But it is an essential part of academic integrity and sometimes it is many scholars use quotations to show that their work rests on certain principles.

3. Evaluation: Citing original work is the basis of academic writing in which intellectual property is recognized as the writer himself/herself is not plagiarized. Also, it provides the readers the scope to locate and verify which writer has done the research. It shows that the writer is ethical and professional in his vision and efforts (Altınmakas and Bayyurt, 2019). It is also a testament to integrity, improves the public image of the organisation, and develops a positive organisational culture (Schillings *et al.* 2023). But, oversights and errors in citing can impact the reliability and literature of the paper and finally cause academic penalties.

4. Analysis: In order to develop these skills, I must make sure that I have gained a complete knowledge of the citation style that is being used in a given assignment or publication as well. Citation creation can become a much more manageable process with the help of reference management applications or online citation generators which reduce the error rate (Strobl *et al.* 2019). Moreover, communicating with the course instructor or visiting a university writing centre may help to figure out any puzzlements or give guidance on how to use citations within the writing.

5. Conclusion: Quoting is not only an essential element of academic writing that vindicates ethical conduct, backing the work with evidence and respect for others' intellectual works. Following referencing protocols helps me achieve the aim of transparency and reliability, allowing me to act in a disciplined way and contribute to academic discourse with integrity.

6. Action Plan: *By personifying this statement, I will:*

- It is necessary that I should get well acquainted with the appropriate citation style for each of the homework.
- As referenced software or online citation generators are of aid.
- Tap the tutors or writing centres of the school for advice.

- Reflect ongoing reference accuracy and accuracy in all academic media.

Conclusion

Academic writing involves a multi-dimensional process that demands having a relevant skill set, which comprises paraphrasing, proper referencing, and reflective practice. Developing these skills is helpful for authors to present their ideas, demonstrate that they respect everyone's view, and build on their knowledge by watching their peers. In this case, paraphrasing allows the author of a text to use their own words while presenting a complex issue, consequently, they grasp the invisible message. To avoid plagiarism, it is necessary to respect the integrity of sources by citing them as required and thus creating an ethically high-level standard while also facilitating further study. Through the reflective process, which is structured by the Gibbs Reflective model, better writers can take self-evaluation establish areas for improvement, and introduce techniques to implement.

Being a reliable academic writer entails among other things an ability to perform certain skills. These skills, if applied collectively, contribute to the development of a complete writer who can use them to persuade while at the same time being ethical in his climes. With a focus on these principles, writers will be able to upgrade the level of their content, they'll evolve the knowledge base and they will be motivated to learn and to develop themselves further.

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Task 3: Reflective Report

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