

TASK DESCRIPTION REPORT

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Introduction

This study will deliver the identification of the academic study development process and also the betterment of the decision-making process. Herein, the different segmentation of the higher study will be assessed based on the implication of the learning technique and development. Along with this the utilisation of the Gibbs reflective cycle is to be analysed and is going to be applied for each of the skills-based on which the betterment of the study can be ensured.

Application of the Gibbs theory

Gibbs's cycle connects to the reflective learning process by starting from the point of description of the work process regarding the occurrence. Herein, the specification of the phenomenon and its importance is required to assess. In the next phase, this would require me to declare the feelings regarding the particular learning process and is this a challenge to me. The third phase can be specified as per the evaluation process which connects to the positive and negative aspects of the learning and what can be done for betterment. The analysis process provides the information considering the betterment of the techniques and gets the information based on which the learning standard can be upgraded.

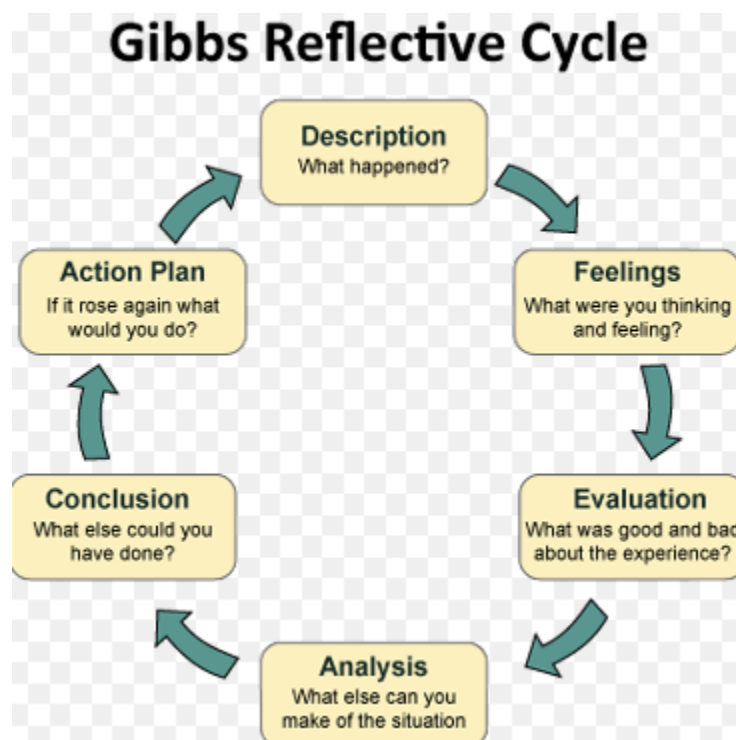


Figure 1: Gibbs reflective cycle

(Source: Watanabe *et al.* 2022)

After the completion of the analysis, this requires to reach to the conclusion section and needs to clarify the sections regarding the learning process and development. After completion of this, the action plan is required to apply which through I can overcome the barriers which have been generated in the current work process.

Time management

Description: Time management can be referred to as the application which enables the matter of making completion of the given tasks within a specific time limit. Along with this, the quality of the work is also required to keep intact. In my academic development, I have faced the issue regarding time management and providing better output.

Feelings: Regarding the matter of not mitigating the time management requirement, sometimes I have lost my temperament and bored. I have seen that I cannot provide enough time for my important work and that's why the quality has deteriorated. In my workplace, sometimes, I have missed the given deadline and submitted the task after a specific time. Thereby, I have lost the work reputation and also the management has got in the dilemma of whether they would provide me the responsibility of the completion of the task or not.

Evaluation: In terms of the evaluation process, I have checked that I have an issue regarding the proper segmentation of the tasks and allocating the time for this. Thereby, the requirement of shuffling in the working time can be done. Thereby, the scattered work approach affects my performance as well. This interrelates to the time management concern and hampers my work quality.

Analysis: With the help of the proper assessment of the teamwork regarding shortcomings I have found out the areas where I have to work. In my professional field, I also have found the issue that I cannot manage the task according to the importance. Along with this, I have wasted times in the small things which the important tasks cannot be completed properly. I also think that the application of proper strategic planning would enable the matter of time management development and provide a better range of output.

Conclusion: With the help of the proper assessment of the task, I would focus on the matter of making an effective time management process by providing a certain time for each of the tasks.

This would help to provide smoothness and stability in my work process. In addition, I can ensure the betterment of the work standard by using the proper time management skill.

Action plan: For the matter of managing the time management regarding issues, this would require to focus on the application of the action plan (Akhtar *et al.* 2019). I think that the strategy of counting the number of the tasks and structuring these according to their importance would reduce the probability of the complication. In addition, the possibility of providing the allocated time for each task would also deliver a better experience to handle such situations.

Academic writing

Description: Academic writing can be specified as a certain type of writing which connects to the pattern of making execution of the research process and certain documentation that is only used for the academic purpose only (Baker *et al.* 2019). Therefore, the application of the formal language is the mandatory approach that is to be applied. In my educational life, I have faced issues regarding academic writing and providing the information considering the sequence maintenance. In relation to the development of the academic writing process, sometimes I have faced the issue regarding the lack of information and not providing the statistical data. As a result, the assessors found my writing some sort of base less. In addition, the proper sequence maintenance pattern is also required for flawless writing which I lack.

Feelings: I think that the inability to identify the writing approach is the main reason for my failure. I think that the issue of taking this task lightly is also the reason. I think that the pattern of the writing can be adapted, but for this, I have to make practice effectively.

Evaluation: In terms of developing academic writing, I think that the problem has occurred in connection to the understanding of the requirement. On the other hand, the problem of developing the structure of the documentation can also be marked as an issue. The matter of delivering the information based on the sequence will be required to develop. In addition, I usually make an application of the stereotype writing concept without the application of the statistics and the related picture. These issues devalue my writing skill and pattern.

Analysis: I check that the issue of academic writing development can be executed by applying some of the effective writing techniques such as paraphrasing, summarising, and proper use of referencing. In addition, I would also require to focus on the development of the informative

writing style by making use of the proper referencing style. Thereby, the probability of the quality assurance of the documentation process from my end can be enhanced.

Conclusion: Considering the development of the academic writing style, it can be possible to conclude the writing approach in the academic form. I would focus on the implication of the proper writing standard and also the matter of making use of the arguments which through the probability of the value development of the research process can be ascertained.

Action plan: Enhancement of the academic writing skill can be developed by focusing on the maintenance of the writing standard. In addition, I have to eliminate the mistakes which I find out. In addition, I have to make an application of the cause and effect regarding concerns in the documentation.

Using the library and gathering information

Description: For the development of the academic practice, this would require mandatory use of the library and the information gathering process. Based on the information gathering, I can develop my research skill standard and also the development of the documentation standard. Herein, I faced the issues regarding the selection of the areas to implement as per the source.

Feelings: Regarding the matter of making a collection of the information, sometimes I can fumble regarding the application of the collected data. In accordance, I have faced issues regarding the reliability and viability of the data as well. On the other hand, the practice regarding the library application is also required to develop by searching the number of books on the particular topic as well.

Evaluation: For the matter of gathering the information, I could not be selective regarding the implication of the information selection process and development. I have to focus on the matter of understanding the significance of the research topic and making an assessment of the relation, I have to make application the information. Sometimes, by not getting the appropriate data, I would get a collection of data from Investopedia, Wikipedia which affects my research quality. Thereby, the wrong information delivery can create an adverse impact on my work process.

Analysis: Regarding the use of the library and the gathering of information, I have an assessment of the data collection process based on the modern era and also the matter of getting identification of the argumentative concern. Therefore, the probability of making implementation of data with a certain point of view can be marked. This will hamper the development of the

work standard and thereby the risk can be involved. In addition, regarding the dimension of making use of the writing in my style, this requires keeping the meaning the same. Thereby, the risk of the wrong interpretation of the collected data is also to be avoided.

Conclusion: From the above analysis, I can find out the issues regarding the proper information gathering process which through the feasibility concern of the work process can be ensured. This can be specified that the information gathering process and the dialect to search will be beneficial for the sustainability of the research and documentation standard.

Action plan: With the help of gathering information, the action plan can be promoted regarding the assessment of the information collection and also the matter of making application proof. Thereby, the quality of the research can be ensured.

Public speaking and given presentations

Description: The ability of public speaking can be introduced as per the capability which through I can develop the skills of creating an impact on the audience (Gruber and Kaplan-Rakowski, 2020). Herein, I have to focus on the organised and systematic presentation style which through the easy attention of the audience can be connected. Sometimes I get nervous regarding the adaptability of my statements toward the audience.

Feelings: Considering the development of the public speaking process, I have to focus on the proper demonstration process and learning conception as well. In addition, the policy of keeping the flow in the demonstration and also the matter of sharing my perception will develop my capability.

Evaluation: The process of evaluation can be undertaken by making the probable assessment of the effective public speaking and the proper presentation concern. Application of the effective evaluation process would help to derive the values which through the ability of the public speaking and maintaining the sequences can be done (Ebadi and Rahimi, 2018). I have also been required to keep the focus on the proper presentation process with accurate knowledge and show confidence in my body gesture and face as well.

Analysis: In terms of delivering the speech such as the team leader's capability and responsibility, I have to focus on the duties and skill assessment process. This can be effective for the matter of getting a certain quality of keeping attraction.

Conclusion: At the end of the collection of the data, I have to make the decision to make the public speaking and provide a presentation. This would also help me to keep boosting the knowledge-sharing process.

Action plan: Along with the application of the development of the presentation of information, I can upgrade the possibility of providing the action plan which through the organisational output can be delivered.

Conclusion

The overall study generates the application of the Gibbs reflective psychology model considering the four different aspects such as time management, academic writing process development, gathering information and also the use of public speaking development. Therefore the probabilities of taking actions regarding the betterment of the qualities have been assessed in this study.

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