

REFLECTIVE REPORT

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Report**

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1.0 Introduction

Reflective report can be described as a form of writing where an individual interprets and evaluates various perspectives from their own experiences (Szenes and Tilakaratna 2021). This reflective report discusses my learning process during the Academic skills module with special consideration to critical experiences that evolved my academic and personal development. I have acquired key concepts of note-taking, learning assignments, summarising, research skills, and referencing on a weekly basis with the assistance of a weekly quiz (Task 1) and a practical exercise (Task 2). These were meaningful experiences since they enhanced my capacity to critically assess the sources, construct the arguments, and write with integrity. Reflecting on them is an indicator of how the module has empowered my self-trust, independence, and academic achievement.

2.0 Description of Experiences

During this Academic Skills course, I was involved in the steps of various activities that helped me to build my knowledge of successful studying and academic norms. The note-taking early practice sessions presented various methods of note taking, such as linear, diagrammatic and Cornell that assisted me to appreciate how information organization enhances comprehension as well as retention. The key area of learning the assignments was especially strong, as it made me learn to examine command words, scope, and structure, so that I could accurately react to assessment briefs. The summarizing week also gave me the practical experience of summarizing texts, determining key arguments, and learning to strive against useless detail, which made my ability to read something critically improve. The CRAAP test and reliability versus unreliability of books and articles in research skills (Esparrago-Kalidas, 2021). This test taught me to be more critical of scholarly resources and apply my referencing skills in a responsible way.

Classroom events such as group discussions on reliable sources and practice tasks in paraphrasing encouraged collaboration while also reinforcing independent judgement. Task 1 quiz questioned my familiarity with time management, referencing, and academic integrity, whereas the skills exercise in Task 2 gave me the opportunity to practice note-

taking and paraphrasing during the process. All these experiences were influential since they helped to develop robust academic foundations of future assignments.

3.0 Analysis and Personal Reflection

I can critically analyse my learning experiences in the Academic Skills module and their impact on my development using Gibbs' Reflective Cycle

Description

The module has introduced me to various academic skills such as note taking, summary writing, research, and referencing and assignment comprehension. I further went through Task 1 quiz on academic integrity and study skills, and Task 2 practical activity on note-taking and paraphrasing. Practising the CRAAP test and assignment briefs analysis were some of the classroom activities that provided authentic opportunities to apply these skills..

Feelings

At first, I was nervous with regards to procedures like referencing and paraphrasing since I did not possess much previous experience in academic writing. As the weeks went on, however, I became self-confident, especially when it comes to what sources can be considered credible and how to organize my work in a coherent way. I also got excited when I noticed that I was able to take better notes and summaries well.

Gibbs Reflective Cycle

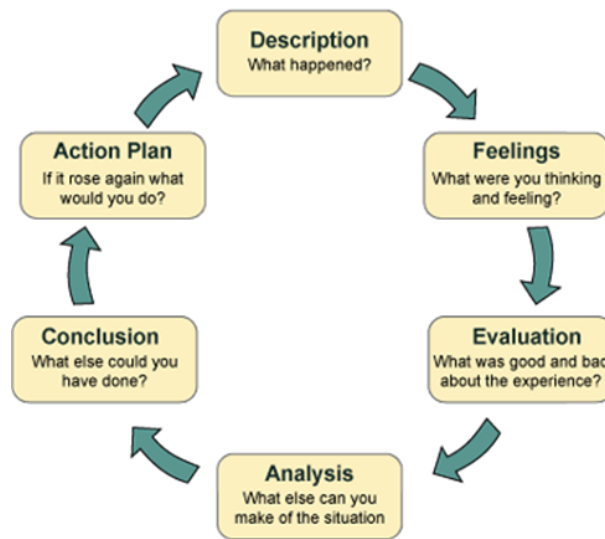


Figure 1: Gibbs Reflective Cycle

(Source: from module)

Evaluation

Several experiences went well. The strategies of note-taking (linear, diagrammatic, Cornell) were also effective as I was able to try them all and find which approach worked best in helping me to learn. Summarizing tasks improved my skill in summarizing information, and retaining meaning, a strength that assisted in Task 2. I particularly found the CRAAP test useful in critically evaluating sources in terms of authority, accuracy, and purpose, which are skills that are crucial in effective credible referencing. Conversely, my first attempts at paraphrasing were not so successful as I was unable to reconcile originality with accuracy. Similarly, time management during the quiz could have been improved, as I rushed certain questions.

Evaluation

These experiences deepened my understanding of academic conventions. By applying note-taking in lectures, I realized that effective notes are not about recording everything, but it is about identifying key points and making them meaningful in my own words. Summarizing activities helped understand how to focus on critical and noncritical information in order to aid the comprehension and critical thinking (Raajitha *et al.* 2023). During the researching and referencing process, I learned about the importance of

academic integrity and how academic work can be influenced by the argument grounded on evidence. I learned about the need to read the brief carefully, recognize command words, and be focused on the given task through the understanding assignments. The combination of these skills gave me a boost in approaching any upcoming academic task in the future.

Conclusion

Based on this module, I realized some of my strengths, such as critical reading, understanding credible sources, and structuring my work clearly. I also became more independent in my evaluation of information and assess my progress. Time management during assessments also remains an area for growth.

Action Plan

In future, I will exercise paraphrasing by rewriting small text fragments and comparing them with original texts to have correct paraphrases. I will also allocate more time for planning and reviewing in assessments by using techniques such as Cornell Notes to organize my thinking efficiently. Reading academic journals regularly and using the CRAAP test will also help in developing my research skills.

Overall, this reflective cycle in general shows how this module not only improved my academic skills but contributed to my personal growth to become a more confident, critical, and independent learner.

4.0 Conclusion

The Academic Skills module has greatly improved my skills related to taking notes, summarizing, research, referencing, and assignment comprehension. I have been able to use these skills in practice and reinforce my confidence regarding academic integrity and critical thinking through Task 1 and Task 2. My Gibbs Reflective Cycle revealed my strengths such as evaluating sources and it also indefinite the areas of improvement such as time management and paraphrasing. . Overall, the module has been transformative, equipping me with essential tools for success in higher education along with my future academic journey.

References

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