

REFLECTIVE REPORT: ACADEMIC SKILLS

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Task 3: Reflection

Introduction

The current section provides a reflection of my experience while working on the module. The purpose of reflective statements and accounts rests on identification of the strengths and weaknesses in an individual. As part of that, it becomes easier for the individual to make necessary strategies for improvement and constitute personal development. The reflection provided in the current study focuses on the ways in which I have been able to develop my academic writing skills, research skills and paraphrasing skills. The reflection is provided with the application of the Gibb's reflective cycle framework.

Gibbs reflection cycle



Description

The situation concerning the current scenario is the allocation of an assessment to us in which we were entrusted with writing a report on the topic of using social media either for recruitment or for customer base. In the course of conducting the research, I faced some of the initial difficulties of finding relevant information in the field. The task was allocated to us by our tutor as part of the class assessment and as part of a module. The assessment was allocated to us in the previous month and we had a timeline of approximately 4 weeks to submit the tasks. Each of the students who were there in my class were allocated with the similar task in which they were entrusted with conducting research on the topic and make use of their critical analytical skill in order to find and

provide relevant information on the field. However, the work was not to be done in groups and each of the students was allocated to completing the work on an individual basis. The outcome of the incident or the situation was witnessed in the betterment of my academic skills, research skills and paraphrasing skills as part of which I have been able to write in formal ways and using my own words so that I could avoid plagiarism and academic misconduct in the field. The primary purpose with which I started to work on the project was to provide maximum information related to the topic with the correct use of references and make effective use of my analytical skills.

Feeling

Before I started working on the project, I realised the importance of working on my research skills. As part of that, I focused on getting assistance from my teachers and classmates as part of which, I could understand the importance of keywords in finding the most relevant articles and journals for the study. As influenced by Jones *et al.* (2020), thus, the primary factor that I focused on as part of the research procedure was to find the most relevant articles and journals to understand the aspect of using social media platforms for recruitment purposes. Additionally, I also worked towards the enhancement and development of my writing skills and focused on reading a number of projects and academic assignments of my friends and seniors to understand how formal writing in academic projects could be integrated. I also eradicated the use of colloquial terms and phrases in my academic writing so that I could significantly adhere to the norms of academic writing. In the third stage, I focused on the implementation of strategies for the enhancement of my paraphrasing skills. According to Akbar (2020), the importance of paraphrasing skills lies in ensuring that a content or information has been well understood by an individual to be written in their own words. Thus, I focused on reading content multiple numbers of times so that I could understand it and use my own words to write it. This has contributed to the betterment and development of my paraphrasing skills. At present, I think that I could have spent more time researching so that I would have been able to critically analyse the content and conduct the research efficiently.

Evaluation

There were plenty of positive and negative aspects of the situation. As such, one of the positive aspects of the situation was that I received ample assistance and support from my friends, tutors

and professionals in researching the content well. However, in the initial stage, I spent too much time learning about academic writing and paraphrasing skills due to which, I failed to adhere to the deadline of the assignment. However, as influenced by Ahmad *et al.* (2020), after a few days, I could understand that my work was delayed in the assignment after which I started hurrying up and wrote approximately 150-200 words in a day so that I was able to complete the task within the stipulated period. On the other hand, the factor that did not go well in the situation was my difficulty in paraphrasing the content well. For the initial few times, I was unable to paraphrase the content well due to which there was a higher percentage of plagiarism detected in my work. However, with more practice, I could understand how to rephrase the words and the sentences effectively so that there is minimal risk of plagiarism in the world. The way in which me and other members of my class contributed to the situation positively was through discussion of the ways in which each one of us would approach the report allocated to us. This allowed us to exchange information and made us more acquainted with the skills related to academic writing, research and paraphrasing. One of my friends also told me the different filters that we should use while searching for articles and journals on Google scholars such as using sources from the last 5 years. This helps in ensuring the fact that we only use updated information in our research paper.

Analysis

One of the reasons for which the situation was positive was because of my quick learning skills and ability to adapt to new situations. This contributed to effective learning of me and allowed me to come up with some of the key skills required in the field of academic writing. Moreover, as influenced by Li *et al.* (2020), I was also able to contribute to the effectiveness of the situation due to my analytical skills as part of which I could understand that I got delayed in the work and as part of that, I could effectively manage time in the assignment in the later period. Additionally, I also excelled in the field of written communication skill due to which, I could understand the ways in which formal writing is to be implemented in academic writing effectively. Moreover, I have also witnessed significant betterment in my research skills, and this is because of my acquaintance with computers and technology. I have been using Google scholar since my school days and this has allowed me to work more towards the betterment of my research skills. However, some of my friends from the class failed to develop their research skills effectively due to lack of technical skills and know-how. They also failed to use the necessary keywords for finding the articles and

journals for conducting the research. However, in the initial stage, I faced some issues related to paraphrasing that was later curbed by me through properly understanding the meaning of the content and using my own words. As inspired by Sulistyaningrum (2021), I also used the synonyms of different words to bring excellence in my paraphrasing skills.

Conclusions

To conclude, it could be stated that in the course of this assignment, I have been able to work towards the betterment and development of my academic writing skills, research skills and paraphrasing skills. I have also received ample assistance and help from my classmates and professors in developing these skills. Moreover, the presence of analytical skill in me has contributed immensely to the development and betterment of these skills. However, some of the limitations identified in me include lack of note taking skills and summarising skills.

Action plan

In compliance with the analysis of my skills, strengths and weaknesses, I have underpinned some of the developmental opportunities in me. As such, I am willing to develop my note taking and summarising skills. To excel in these fields, I would focus on taking help from my professors and tutors and also focus on betterment of these skills during the class so that I could take notes effectively and summarise the content.

Conclusions

To conclude, the current section provides an analysis of the skills developed in me while writing the report on social media role on recruitment of staff. The skills that I have acquired include academic writing, paraphrasing and research skills. However, the areas for improvement recognised by me include note taking and summarising skills.

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