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Academic skills
LCLM 4001_Lon
Task 3 - Reflective report

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With the use of a reflective model (such as the Gibb's reflective cycle), write a reflective report on how the learning in this module has helped you develop your academic skills.

Introduction

Academic skills are considered as the foundation of a successful and intellectual growth. It is very important for every individual to develop essential academic skills such as effective note-taking, critical thinking and time management for a better future (Warner, 2021). One of the importance of these skills are that it helps in enhancing comprehension, academic performance and problem-solving skills. This study will briefly analyze Gibbs's Reflective Cycle to determine the importance of academic skills. Gibb's reflective model is one of the most important cyclical model and is consists of mainly six stages that helps the learner to experiences the various stages of feelings, evaluation, description, action plan, analysis and conclusion.

Main body

Gibb's Reflective Cycle was coined by Graham Gibbs in 1988 with the main idea to systematize isolate feelings and reflections (Markkanen, *et al.*, 2020). The six stages of the Gibb's model helps the learner to determine and monitor the thought processes before taking any rash decisions and jumping into quick conclusions. With the help of Gibb's six stages of reflection, I will briefly explain my experience during the skill development period. I have developed three of the academic skills like ***note-taking skills, finding information/ research skills and referencing skills***. With the help of the Gibb's model, i was able to determine and reflect on the important areas that will help me to shape my career.

Descriptive

During the training period, I was thrilled to learn about the various academic skills that plays an essential role in shaping the future of every learner. This model made me realize the importance of adapting skills to increase growth and productivity in my everyday activities be it personal or professional (Dishon and Gilead, 2021). I learned about the note-taking, research and referencing skills which was effective during the completion of my projects and assignments. The implementation of the Gibbs Model further helped to me keep a track of all the activities and sessions that took place during the training session. It helped me to keep a record of the five "W's" of What, When, Who, What and Where the outcome was modified. For example:

Feelings

During the training period, I was able to look for opportunities where I got the chance to learn about the academic skills regarding note-taking, referencing and research skills. For example, during the note-taking session I learn the importance of pointing down and highlight the main points which benefited me during the completion of my presentation which further helped me to developed my note-taking skills (Farrell and Brunton, 2020). Additionally, during the referencing session I was thrilled to know the various ways of working on referencing like the manual referencing, apa referencing and so on. These helped me to realize the importance of referencing by allowing me to demonstrates the depth and the breadth of the research. Furthermore, during the research session, I was able to acquire new knowledge regarding the existing knowledge and information from a new and creative perspective which helped me to generate new methodologies, concepts and understandings.

Evaluation

While applying the Gibb's model in my learning session, I have realized the importance of staying consistent in my everyday activities. Consistency can be described as one of the key quality that plays a significant role in every individual's life. By staying consistent with my work, I have realized the importance of personal and professional growth that have also taught me to manage time wisely for more efficient and effective results (Minett-Smith and Davis, 2020). For example, after every session of academic skill development, I was consistent while revising my lessons which made it easier for me to prepare for my final presentations.

Analysis

One of the important thing the training session made me realize is to work on improving relationships with the coordinates and the professors along with the communities which further helped me in collecting knowledge about various academic skills (Felten and Lambert, 2020). It has also helped me to understand the skills from various perspectives that further helped me to shape my personality and attitude regarding my projects and assignments.

Action plan

During the training period, I have learned the importance of action plan and how it leaves a huge impact on the lives of the students. With the help of the action plan I was able to reflect on the opportunities that helped me to improve my skills and knowledge regarding the academic skills of note-taking, referencing and academic research (Mertler, 2024). For example, I started working on action plan to complete my everyday task. This made it easier for me to complete my work on the given time without any chaos. Action plan has played an important role in my success and have helped me to accomplish my desired goals and objectives.

Conclusion

In conclusion, with the help of Gibb's Reflective Cycle Model, I was able to learn the importance of acquiring academic skills to shape my career. The training session regarding the development of note-taking, research and referencing skills made me realize the importance of staying consistent with my work (Imreh, *et al.*, 2024). It further helped me to make decisions wisely by allowing me to reflect on my skills and activities. The implementation of the Gibb's model also helped me in to learn and observe things systematically and creatively by allowing me to understand the situation before reacting on it impulsively.

Learning this model has helped me in various ways in developing my academic skills. With the implementation of this model, I was able to learn about my strengths and my weaknesses which made it easier for me to focus on prioritizing the areas I am lagging behind in. With the help of the model I was able to analyses the academic skills like note-taking, research and referencing skills which plays a vital role in the completion of the projects and the assignments. The Gibb model has also helped me to reflect on those skills and by which I was also able to interact with the professors to share the thoughts and ideas regarding the skills which I wanted to develop. Gibbs model made it easier for me to build confidence in myself by offering me a framework for examining various activities and frameworks. It also helped me to reflect on my own drawbacks and made me realize the importance of staying consistent with my work.

Conclusion

Academic skills play a vital role in helping the students to develop their skills and knowledge based on any area they are willing to succeed in. For a student to enhance its growth, it is very important to acquire some academic skills that will benefit the student in the long run of shaping its career. The study has briefly analyzed the importance of academic skills in the life of the individuals specially that of a student and how it impacts and regulates growth and productivity. The study has also highlighted some of the activities with the help of Gibb's Reflective Cycle model that helped during the completion of the training sessions. The study further consists of all the evidence during the completion of the various tasks during the completion of the training session which further helped me in developing the desired academic skills of note-taking, research and referencing.

Referencing

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