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INTRODUCTION

This academic report will introduce the learnings that were made through the use of the Gibbs model of reflection, which was first introduced in 1988. It will be divided into four topics that are related to time management and academic writing. The first topic will be about organizing the study, while the second one is about academic writing. The third and fourth topics will be about giving and presenting presentations, respectively. Online learning experiences will also be covered.

The model of reflection was created by Graham Gibb in 1988. It consists of a series of phases that include describing the experience that the individual has gone through, coming up with a conclusion, analyzing the situation, and coming up with an action plan to deal with the same situation in the future. The first stage of the model involves describing the whole experience, while the second stage involves coming up with a feeling of satisfaction and the third stage involves coming up with an action plan to deal with the situation. (Ardian et al ., 2019).

TIME MANAGEMENT

Time management is very important for everyone to be able to complete their tasks on time. It can help them avoid getting delayed and ensure that they can finish their projects on time. For me, time management is also very important as it allows me to organize my activities properly. During the first semester, I was late on my project and was given another deadline to submit it. This was because I was also behind schedule and the next semester was about to start.

The feeling of panic that I had when it came to having time management was very bad as it made it hard for me to handle my tasks and complete them on time. This was also because the next semester was about to start, and there was still a lot of work to be done. Time management was very important to ensure that I could finish my projects on time. The experience of time management was not good as it made it hard for me to complete my projects and prepare for the upcoming exam. It also led to me not taking care of my health because there was a lack of balance in my schedule. However, it made me learn how to manage my time effectively. (Harithuddin., 2021)

Through the experience of time management, I was able to learn how to manage my time effectively. It also helped me avoid getting carried away by the endless tasks that I was rushing to complete. This was because I was not able to complete all of my projects on time. One of the most important factors that I would consider when it came to time management was setting a timetable for my projects and preparing for the exam. This would help me complete my projects on time and avoid getting carried away by the endless tasks that I was rushing to complete. In future, I will no longer be able to complete multiple tasks at the same time. Instead, I will try to complete my projects by dividing the time that I have left for each task into parts.

ACADEMIC WRITING

An academic writing is a type of formal writing that focuses on providing facts and information about a particular area to be published in scholarly publications. This type of writing is commonly used in universities and publications. During my time in school, I was given a task to do academic writing in the classroom. It was my first time doing academic writing, and it was very challenging for me due to which I was not able to understand the topic that was given to me. Also, due to the lack of information I was unable to gather from the various websites that were used for academic writing, it was hard for me to complete my project. (Wale and Bogale., 2021).

Although I was able to understand the various structure of the project, the formatting of the paper was not easy for me. At this point, I was both nervous and excited about the possibility of learning something new in the future. Since I was not able to grasp the concept of the given topic, I was also anxious to see how it would affect my writing.

The experience provided me with a new style of academic writing, but it also made me realize how hard it was to write it. Through this course, I was able to learn how to properly collect information and analyze it more accurately. In the future, if I have the same situation as I did during my academic writing course, I would be able to thoroughly understand the topic and its various aspects. I would also be able to find reliable sources to get the necessary information. (Iermolenko et al., 2021)

PUBLIC SPEAKING AND GIVING PRESENTATIONS

Through this course, I was able to improve my communication skills and confidence in public speaking. At first, I was not very confident in myself to participate in group presentations and public speaking. With the learning, I was able to take part in various group presentations.

Through the course, I was able to gain a deeper understanding of the importance of teamwork and mutual respect among the group members. With the skills, I learned to do public speaking and group presentations, I was able to keep my audience engaged while I was presenting my ideas.

The course also helped me developing a clear understanding of the various needs of my audience. It additionally taught me how to use Microsoft PowerPoint to present my ideas. This helped me improving my presentation skills. In addition, it taught me how to integrate the slides smoothly. Through the course, I was able to improve my writing skills and presentation abilities. Public speaking helped me creating sentences that were coherent and logical. I was also able to get my audience's attention more engaged while I was presenting my ideas. Having skills in public speaking and presentation helped me making effective and direct eye contact with my audience. The course also helped me developing a better understanding of the various requirements of my audience. It taught me how to modulate my tone to avoid making my presentation feel monotonous. (Carnegie, 2017)

Through the Gibbs model of reflection, I have been able to express my thoughts and opinions on how I can improve my presentation skills. The Gibbs model of reflection is composed of six levels, which include feelings, experience, evaluation, action plan, conclusion, and analysis. It encourages people to think about their own experiences during the learning process. Although my initial experience was very good, I faced many difficulties during the course of the learning process. I have been able to improve my presentation skills by taking help from elders who have been experienced in this field. Since I was a child, I had been very shy and did not speak much in front of people. However, through the course of the learning process, I have been able to overcome my fear of being in front of others. I have always wanted to make a strong and confident statement in front of people. During the course of the learning process, I have been taught the importance of speaking efficiently and effectively in front of several people. This is because it shows the confidence and conviction that the person has got. (Ardian et al ., 2019).

Through the course of the learning process, I have been able to improve my skills in communicating my thoughts and feelings. This has also helped me in my academics. The learning process has been very beneficial for the students as it has helped them develop their professional skills and confidence. It has also helped me in improving my presentation skills. (Marinho et al., 2017)

REFLECTION

We tend to reflect on the things that have happened in our lives in a daily manner. We also tend to think about the things that have happened in the past, and whether or not we handled them well. This is why we must formalize our reflections to show that learning is taking shape. Various frameworks can help you organize your reflection process. You can also create your framework by asking yourself a series of questions to help you think about the event. Some of these include what do you think may happen next, as you make rapid decisions, and what are your thoughts on the situation after the event? (Ezezika and Johnston., 2022).

For assignments that require reflective writing, it is important that you think about and reflect on the events that happened in your life. However, it is also not enough to simply describe the events that happened. Instead, it should involve developing a clear line of thought and using evidence to illustrate your points. To achieve this, you should develop a personal perspective and a line of reasoning that is consistent with your academic discipline. This should also involve taking into account the various factors that influence your development. Having a well-rounded understanding of literature can help you make informed decisions and improve your writing. In addition, being able to identify the main points of your own experience, you should additionally demonstrate how these experiences have influenced your writing. (Harithuddin., 2021).

CONCLUSION

I believe that I have made good progress in my learning and development. In addition, being able to manage my time well, I have also been able to develop my academic writing skills. Your reflection can help you improve and learn from your own mistakes. It can also help you identify areas of improvement and develop new skills. However, it is important to keep in mind that it is not enough to just reflect on the things that you have learned. One of the most important skills that I have learned is how to speak confidently in front of the public. These skills are very important for the student's future development. It can help them excel in their professional and personal lives. I had the opportunity to study and develop these skills in a very interesting and challenging environment. Online learning can also be helpful during a pandemic as it allows people to share their knowledge and improve their skills.

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