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Certificate in Higher Education in Business Skills for the Workplace

“Reflective Report on Academic Skills Development using Gibbs Reflective Cycle”

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This reflective report will analyze how my learning experiences have improved my academic writing, notetaking, and referencing skills. Using Gibbs' Reflective Cycle, I will describe the experiences, reflect on my feelings, evaluate outcomes, and create an action plan to maintain and further develop these skills (Gibbs, 1988).

Description

During the module, several activities were incorporated to develop essential academic skills. First of all, the learning-teaching activities shared throughout academic writing workshops included sentence structure and organization of the essays. A specific practice included writing essays with feedback from other students and tutors (Cottrell, 2024). Secondly, teaching effective notetaking strategies involves completing tasks and using techniques like Cornell's notetaking method and Evernote. These techniques enhance how information is collected and indexed through notetaking and listening to lectures and personal study time (Alzubi, 2019).

However, the last skill set was on referencing, where practical sessions on using citation styles were conducted. That required exercises like identifying the sources' credibility, using appropriate modes of referencing such as Harvard, and using appropriate means of documenting information as required by the academic community while composing the paper's content in particular language skills such as paraphrasing (Williams and Davis, 2017).

Feelings

Initially, I felt overwhelmed by the expectations surrounding academic writing. When it came to structuring an essay where formal language appears obligatory, certain anxiety was felt due to the lack of practice in using such language. Similarly, taking notes seemed pointless; prior approaches used for such a process merely seemed to provide disconnected information that took time to revisit (Vettor, 2024).

From the referencing perspective, it took much work to provide citations that met the exacting precision of the recommended citation style. I felt strained every time I made a mistake in formatting or attributing the sources wrong since I knew I would lose

marks. However, at the same time, I wanted to learn these skills and understand them as essential for academic achievement.

Evaluation

I benefited from the academic writing workshops that were conducted. Previously, I could only write the essays without comprehending the elaborate process of crafting them and dividing this process into planning, writing, and editing. I benefited most from feedback sessions since they pinpointed strengths and weaknesses that enhanced my confidence and made me more coherent and able to argue points.

The notetaking activities acquainted me with strategies that improved my learning effectiveness. For instance, lecturing incorporated the Cornell notetaking technique, allowing one to create categories of key points and additional personal thoughts easily. Such structured notes were invaluable during revision since they contained a brief overview of concepts that should be memorized (Alzubi, 2019).

The referencing sessions helped to make the procedures of citing sources much clearer. This particular task was made easier by learning how to use reference management tools like Zotero and myBib. Furthermore, understanding the principles of Academic integrity enhances the accountability of writers and the crediting of original authors as an accurate representation of one's work.

Analysis

Overall, the acquisition of these skills has benefitted my academic progress. Its implementation has helped me write more clearly and persuasively through a better understanding of evidence-supported argumentation. For instance, in the recent essay on learning technologies, I incorporated peer-reviewed sources to support the arguments while presenting the logical structure of the paper better, according to the readers (Vettor, 2024).

As for notetaking, it has positively impacted my study by enhancing my understanding of course content. Tools like mind maps have enabled me to establish relationships of ideas or objects to improve my understanding. For example, translating essential concepts in educational psychology allowed me to compare and contrast different approaches and expand the information presented in essays.

Referencing has become more manageable thanks to consistent practice and digital tools. Proper citations help make my work more credible and uphold integrity in writing the paper. For instance, in a research assignment, I ensured that my references were carefully and appropriately done to indicate that I had gone through various scholarly publications; my tutor applauded me for my efforts (Montoneri, 2020).

Conclusion

To conclude, the module has helped me improve my academic writing ability, notetaking methods, and referencing that has helped improve my confidence and efficiency towards academically related tasks. These skills have added structure to my writing and coherence in presenting and sourcing information and knowledge hence overcoming Academic dishonesty.

There are evident improvements in areas whereby I used to experience difficulties; these include formulation of a clear and logical points and note taking skills during lectures. It has also helped me work faster while also enhancing my interaction with the course content. However, these skills need enhanced practice and application continually to keep yielding the needed results. Through consistent application of these strategies in my learning process and resolving to continue practicing them in the future endeavours, I hope for personal growth in my abilities for future learning.

Action Plan

To build on and further strengthen my academic writing, note taking, and referencing skills, it will be proper that I approach their improvement in a systematic manner. In the case of academic writing, I would like to enroll for high-level writing classes to get more insights for commendable writing, and always look for someone to review my papers. I should write on any topic I wish to ensure that my writing gains versatility and flexibility to meet the demand of any specific area.

In regards to notes, I will try and expand my knowledge about specific idea including bullet journaling and note-taking in visuals to establish the best ways of usage depending on the situation. Weekly review will make me go through my notes comprehensively and maybe rewrite them; this will make me revise and remind myself on how to learn better.

To minimize the chance of error in citation, I will make constant use of reference management tools in the course of referencing. Another goal is to become competent in various forms of referencing styles since they are likely to encounter different citation formats in the course of their studies and working careers. Going for extra library sessions in research ethics and citation will help me be acquainted with policies to observe in my work so they meet high standards.

With this plan in place, it is my intention to consistently build and consolidate on these basic skills and experiences to keep the progress going. These enhancements shall be hugely beneficial for present academic efforts and remain resourceful in the future endeavors and learning pursuits. Hence, for the ultimate goal of obtaining mastery of these strategies and gauging their effectiveness for academic success, I am assured of consistent success and achievement towards academic and career goals.

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