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REFLECTIVE REPORT

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Introduction

The use of **Reflection** in project work is very helpful for the writer to describe what they experience while working on a project and gives a reminder about their use of critical thoughts which will help them for their future work. Through this study, I am going to explain my experience and thought skills while working on a group project. Here I have used **Gibbs' Reflective Cycle Model** to make the reader understand the benefits of the model. Use of effective words, time management, paraphrasing, public speaking, and presentation skills to prepare the work are also explained here. It gives the view of how understandable and easy the work will be while working with it.

Overview of Gibbs' Model

Gibbs' Reflective Model is a model where it gives the reflection of oneself to make people understand clearly and ideologically. It gives the idea of situational experience and helps to think about what to do in the future to be better. It enhances "**learning experience and critical thinking to get the solution of the work**". Without this model, it will be hard for the presenter to prove his experience. It reminds him of the real experience of working and helps to improve the project work more effectively in the future. Gibbs created this model to show the important side of the reflective method and the positiveness of repeated work experience. If reflective learning is not repeated there will be a chance of forgetting the situation and methods that are used in the work. This model will help in increasing remembrance power practice.

the
through



Figure 1: Gibbs' Reflective Cycle

(Source: Paul, 2016)

Time management using Gibb's Model

Description

While working on my project, I was present in my study room to do the project work. I divided the time for each section of the work so that the project could be finished before the deadline. However, I did it with the three segments. First of all, I allotted a separate time to study and moreover, I always try to manage different aspects of my life. I was doing my given duty having the thoughts of time limitation in my mind. It was obvious that my style of writing was not the same as other students, so I discussed with my mentor to correct the work where some mistakes were there. But it did not take much time to rectify as I finished my given work before the allotted time.

Feelings

I was quite happy while discussing my sectional work as I thought that I will work smartly within the time. Time is a very crucial things that needs to be managed carefully. I used to keep a diary as well as action log to make the perfect use of time so I wouldn't waste my time with unwanted things. Setting a smart goal can easily help me to set the different aspects of my life that will help me to set a specific goal about my career. I was confident about my work and that I would finish it on time. My leader was a little upset with my time allocation as he thought that it would be less time for me to finish as I was not much experienced. But during work, my guide felt relaxed when he saw that I was working at speed and it would be finished soon.

Evaluation

As I canceled my plans for this work, I felt a little low but my dedication to work motivated me to work positively. I was working hard to complete the work on time, which gave positivity to the leader. But the bad feeling was that he assumed that the presenting style would be the same as theirs but it was not, which made a bit of an annoying situation for him.

Analysis

I am a good student. So, it was easy for me to manage my thoughts and time. I was working with the section in which I was efficient and strong. I was also happy to work with my strong point. But when my guide's thought of presenting in the same style proved wrong it took a longer time than our assumption. I experienced good work while rewriting and it made a strong sense to work more correctively in the future. Time management helps to reduce wastage of time and modifies the errors of setting time plan (Paul, 2016).

Conclusion

Through this repeating work, I learned how to finish work within the time effectively. Time allocation increased my speed and also my critical thought power. I understood that time management is a great part of finishing work within deadlines. Figuring and fixing of time keeps the reader under pressure to finish work within the deadline (Miller, 2020).

Action plan

In the future, if I get the same work, first of all, I would discuss my plan with my mentor so that there would be no errors in writing and can finish it within the allotted time. I will set a time limitation for my work, reminding this current experience and faults so that I can do better next time.

Paraphrasing using Gibb's Model

Description

While working on the project I was focusing on paraphrasing. I was very much attentive during the time of paraphrasing. I was collecting methods from different sites and got ideas from my team leader about the facts. I got very serious during the work as I had to implement my thoughts into

the work by my imagination. I was very conscious about my confidential thoughts and also wanted the readers to appreciate my innovative thoughts in my writing styles. I came to learn that paraphrasing is the rewording of other writer's ideas and most importantly, it is a style to restructure other ideas and words keeping the central theme same.

Feelings

I was quite confident and positive as I was experienced with this type of work. I was a bit nervous before starting the work because I was not that experienced and my way of thinking might not be liked by the mentor. But when I started working with my divided part it felt easy to describe my concepts taken from the ideas of other writers. Use of metaphorical language is another way of paraphrasing. Now I feel very confident in my work as I worked very hard to present my thoughts about the summary of the work to define my critical thought power. However, using synonyms, changing words are other helpful things of paraphrasing (Andrew, 2020).

Evaluation

My project work of mine got a successful compliment because of my different and innovative thoughts. I was discussing with my mentor when I was unable to understand some word meanings or concepts. I got to know some unknown words during paraphrasing and got the idea of how I can use the concepts of writers differently without changing the meaning of the topic. But sometimes I felt disappointed as some concepts were beyond my thoughts. But somehow, I managed to execute my imaginative thoughts through my project.

Analysis

The overall work experience was good. Through this work, I got to know the strong and weak points of my knowledge. I chose my subject of work according to my skill and thinking power. I developed my research power and implementation of words and thoughts in the right place. Paraphrasing helps to develop the vocabulary power and thought of plagiarism (Annalie, 2022). I faced difficulties while working with knowledge to leave the same meaning of other's concepts in my work as I was unable to understand some quotations while paraphrasing them.

Conclusion

At the end of the day, I became quite experienced dealing with the quotation speeches and concepts of different authors. I understood the importance of research power and developed knowledge. Also, I got the idea of how to control the difficult situation even when it comes to choosing a complex topic to represent through my work.

Action plan

For further work, I am ready to take on any kind of project working as my situational thinking has been developed through my research. I have a little strong thinking power that differentiates me from other students. The problem that I faced during the previous work, which is a slow way of thinking, will be solved in the future by learning from this present work and reading more magazines and journals to develop my thought skill.

Reflection using Gibbs Model

Description

During project work, it was a great experience of using **Gibbs' Reflective Model**. It was a new type of model to reflect my own experience and methods on the project. The repetition of writing increases the idea of using different and innovative models in future works. I researched the model concept and tried to implement it in my work. I felt that it would be the best model to represent my work experience and would be profitable for me for further work.

Feelings

At first, I was afraid of using the model in my work as I was completely unaware of the facts of the model. I wondered whether this model would be suitable for my work and whether the mentor would allow me to use this. But when I asked him about this concept, he agreed with me because it is the best model of writing about one's experience and that made me feel relieved.

Evaluation



The Gibbs model is the most effective model to reflect one's idea of working and also it allows the users to use their results in their future work so that there would be no repetitive mistakes (Hitesh, 2021). It was difficult while work with the model as I did not know about the actual use or advantages and disadvantages of using the concept.

Analysis

It was very effective to use this model in my work. I was able to explain all my good and bad experiences through this model. This concept of repetition of work gave me clear thoughts of rectifying my mistakes in my previous works. Also, through this process, I developed my working power and critical thought skill to have the conclusion of the work.

Conclusion

This model gives me the idea that there are different models to choose from for project work but among them, the Gibbs model is the best because it gives the real essence of the situational experience and how it can be rectified by the repetition of writing and practice. The use of incorrect models could not explain my work in such a good way.

Action Plan

For future project work, I would work hard on this method because it executes the working experience and conclusion of work effectively. I will try to think clearly and with proper mention of my difficulties and good sides. I collect Information from different sites to develop my ideas. Reflective model is the best way to express oneself and his experience throughout the work (Clare, 2020).

Public speaking and presentation skills using Gibb's Model

Description

The use of the Gibbs model gives a proper presentation of self-work before the public. This is an effective and good way to present one's thoughts about his working skill, who is afraid to speak before the public, having an idea to make mistakes while speaking with them. I used this concept



to describe my thoughts on work through my presentation before the audience, as I am afraid of speaking in front of people.

Feelings

I was feeling nervous before the presentation because I thought it would have the same impact on people as when I speak with them. But I was successful in executing myself before them so impressively that I never thought.

Evaluation

It was good to use this model as it effectively expressed my feelings and thoughts. It pleased me because I could express myself while connecting with the audience. The nervousness made me a little negative at first but as time passed, I got back my confidence.

Analysis

The overall presentation was very impressive to me as I successfully expressed my thoughts and ideas while working with this concept. According to me, it was a very good presentation as I was able to explain my experiences during my project work without the fear of making errors. It shows the positive way to express oneself without any hesitation (John, 2018).

Conclusion

This experience of working with this model has positively impacted my mind as I discovered the idea of how to express my thoughts before the public with no error and even no face-to-face conversation. The fear of having a bad impression on people about me disappeared from this concept.

Action plan

This concept is very helpful because it helped me to recover my fear of conversing before the public. This gives presentable methods to express my views about challenges and good effects. For future work, I will discuss with my mentor and try to connect more with people through my

presentation to make my project a correct sense-giving method of my ideas. A clear method of how to express the self-work can be presented through this (Aiping and Tianxiao, 2018).

Conclusion

The entire study sheds light on the reflection of project work and the use of the Gibbs Model in the work. The advantages and disadvantages of the model are also described. The reflection helps in time management, situational work experience expression, and increment of vocabulary and knowledge power while paraphrasing. The use of this model rectifies the public fear through proper execution of real experiences before them without face-to-face conversation.

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