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Introduction

In this reflective report, i will discuss my experience of three academic skilss in my first team at the University of Wales using Gibbs (1988) reflective model.

First i will outline Gibbs reflective circle, next i will discus my experience on Note-taking skills. Then i will discus my experience of Finding Information, and then i will reflect on my Summarising skills.

Reflection is a method of evaluating yourself and analyzing experiences and learning from them, in an attempt to improve yourself. You have to think about what you did, analyze what was wrong and try to do things differently next time.

According to John Dewey (1933), reflection is a careful and active analysis and is essential in the learning process because it allows people to make connections between experiences and older knowledge, and from this results a better understanding and growth at the same time.

Graham Gibbs (1988) expanded this analysis with his reflexive style, in a structured model, where you have to go through six stages, this model being the most used because it helps people to reflect systematically on their experiences and learn of them

Reflective Report on Note-Taking Skills

Description:

In a recent lecture, I was fighting to catch up with the volume of new data. My notes was all over the place and half-finished. It was really difficult for me to understand the material when I tried studying from them later and realized I had not captured many of the key points.

1. **Gibbs, G. (1988).** *Learning by Doing: A Guide to Teaching and Learning Methods*
2. **Pauk, W., & Owens, R. J. Q. (2014).** *How to Study in College (11th ed.)*

Feelings:

I felt quite stressed out and overwhelmed then. I got angry at myself for failing to keep pace with this lecturer as well as started doubting myself if I would be able to get what was required from this class. Afterall, looking on my notes i realized that they were disorganized barely making meaning.

Evaluation:

My note-taking technique definitely did not work god. Afterall some things came across me, my notes' nature wasn't good for anything. However, on a positive note, this occurrence made me understand that I'm not doing something right and to try to do it better

Analysis:

The main problem was that I wanted to write down every word the speaker said, which slowed me down, thus missing crucial ideas. as a result, they became very disorganized, and difficult to understand because there were no real systems by which to organize these notes when we display them in class. I was focusing on writing too much rather than capturing what was really important.

Conclusion:

I need to learn some better note-taking techniques that will help me stay organized and focused on the main points. Methods like the Cornell system could be really useful, and

I need to train myself to listen for the key ideas instead of trying to write down everything.

Action Plan:

Moving forward, I'm going to try out different note-taking strategies, like mind mapping and the Cornell method. I'll also work on using shorthand or abbreviations to speed things up. After each lecture, I'll review my notes while the material is still fresh in my mind, so I can make sure they're clear and complete.

Reflective Report on Finding Information/Research Skills

Using Gibbs' (1988) Reflective Cycle to try to improve my information retrieval and research skills was quite enlightening. It started when I had to do a project that required deep research. At first, I was confident, thinking I would easily find everything what i needed online. But as I searched online, very fast i realized that it wasn't as easy as it seemed.

1. **Gibbs, G. (1988).** *Learning by Doing: A Guide to Teaching and Learning Methods.*
2. **Dewey, J. (1933).** *How We Think: A Restatement of the Relation of Reflective Thinking to the Educative Process*

Description

I spent hours searching for articles and all kinds of relevant data, but almost everything I found was too superficial, or not credible enough. I started to get frustrated and overwhelmed, and I realized that I lacked a good research strategy.

Feelings

At that moment, I was feeling pretty bad. It was very upsetting to see that I wasn't making enough progress, despite the time and effort I was putting in. at the same time, I was worried because I knew that this project was important, and I couldn't find good information and it was as if I was stumbling

Evaluation

Looking back, I can see that I used the wrong style. I Googled terms at random and clicked on the first results instead of using a structured approach. The few credible sources I found took a long time to find and I missed a lot of key information that I eventually gave later.

Analysis

The situation taught me that it is important to have a plan before starting the research. I realized that using databases, using specific search strategies, and critically evaluating sources are essential skills. My initial approach was not good, it was not focused, and this led to wasted time and frustration.

Conclusion

I could have saved myself a lot of stress by perfecting my research techniques before starting the project. Using academic databases and setting clear research goals would have helped me find better information more efficiently.

Action plan

In the future, I will start by identifying the important questions I need to answer, then I will choose the best databases or search engines for the task. I will also make sure to properly assess the credibility of my sources from the start. This experience showed me that honing my research skills is critical to successfully tackling complex assignments.

Reflective Report on Summarizing Skills

Reflecting on my summarizing skills using Gibbs' (1988) Reflective Cycle was interesting. At school I needed a summary of a long chapter of an textbook for a school assignment. I was thinking that it would be easy, but I was wrong, was much harder than I thought.

1. **Gibbs, G. (1988).** *Learning by Doing: A Guide to Teaching and Learning Methods.*
2. **Cottrell, S. (2019).** *The Study Skills Handbook (5th ed.)*

Description

I started reading the chapter and underlining what was more important to me. when I started to write the summary, I thought to make it as short and comprehensive as possible and I forgot key details and yet my summary ended up almost as long as the original chapter. When I read it at school, the teacher said it wasn't clear enough, and made me realize that I didn't do a good job.

Feeling

I felt frustrated and nervous and disappointed. I thought the summary should be easy to do, but I ended up questioning how well I understood the material. It was pretty ugly to see that I couldn't get the point across clearly.

Evaluation

Now that I think about it, I see that I didn't focus only on the important things. I was too caught up in trying to include everything instead of focusing on the main points that mattered to the task. This made my summary less clear and more confusing.

Analysis

This whole thing taught me that summarizing isn't just about reducing words. It's more about really understanding the main ideas and explaining them simply. I realized that I need to get better at picking the key points and cutting out the extra stuff.

Conclusion

I should have spent more time figuring out what my teacher wanted to see in the summary. Instead of trying to pack everything in, I needed to focus on what was most important.

Action plan

Next time, I'll start by making sure I understand what's required for the task and focus on the essential points. I will also practice the summary more to get better. This experience showed me that summarizing is definitely a skill that requires some thought and practice

Conclusion

In conclusion, my experience of note-taking, finding information and creating a summary in my first year at the University of Wales has revealed interesting insights into my academic skills. Using Gibbs' (1988) Reflective Cycle, I was able to critically analyze these experiences and realize where improvement was needed.

My struggles with note taking have shown me how important organization is during class. I realized that if I try to capture every word, I end up with disorganized and huge notes that are difficult to study later. This experience showed me that using a note-taking method like the Cornell system and focusing on key points rather than transcribing everything will be important to my success.

Likewise, the style in which I searched for information for projects was quite ineffective and made me nervous. I realized that I need to be more strategic, search reliable databases and check sources better, focusing only on reliable ones, so that I don't waste time on unreliable information. This reflection showed me that it is important to have a good research plan before I start searching.

By the end, my issues with summarizing showed how hard this skill really is. I realized that an effective summary is not just about summarizing the information, but about understanding the material as best I can and trying to clearly present only the main ideas. If I focus on what's really important and improve my summarizing techniques, I can make my papers clearer and more concise.

Overall, these reflections have shown me that although these academic skills seem simple, they really do require attention and practice to master. If I apply the strategies I've identified in this process, I'm sure I'll improve my performance in the future.