**REFLECTIVE REPORT**

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**Executive summary**

The report is using “Gibbs Reflective model” to conduct discussion on learning on academic skill. It has identified three academic skills which are ***“note taking”, “paraphrasing”*** and ***“summarising”*** and has shed light through different personal experiences.

# Introduction

The main aim of the report is to highlight the importance of academic skills. The incorporation of Gibbs's reflective model accounts for an effective approach that helps in covering different experiences faced in class and also adding appropriate suggestions for improvement as well.

# Application of Gibbs Reflective Model in assessing the experience of Learning Academic Skill

***“Description of experience”***

One of the key aspects of the learning process is the collection of notes and evaluating it further for the study process. In my learning, I have developed an important skill which is “note-taking”. This is very important in order to develop a follow-up about the studies conducted within the classroom (Anari*et al*. 2021). I developed this skill while collecting necessary information shared by my teachers during the class. This note-taking helped me in my personal study session. ***“Paraphrasing”*** and ***“summarising”*** are two important skills that I have developed during classroom learning. The aspect of “***summarising***” helped me to write down information quickly and also helped me to memorise my studies. I think the skill of “***paraphrasing***” is the most important one as it helped me in improving my “vocabulary” skills as well.

***“Feelings about the experience”***

My overall experience in this regard is positive as I get a chance to learn a lot. The basic process of paraphrasing is to remodel the sentence and share opinions in a new modified manner without losing the meaning of the sentence. When I was learning this skill, during my lessons, I was excited. I developed knowledge regarding the use of words in a new manner. I also get a chance to boost my vocabulary. When asked now, I think the best part of learning “summarising” as well as “paraphrasing” skills is improving the collection of words. It can help me to improve the quality of my project or assignments.

***“Evaluation of the experience”***

The experience in the classroom worked well for me. Different groups formed in class help in accomplishing tasks in a more convenient way. For instance, in the process of developing a management report, my “paraphrasing skill” helped me to accomplish the task. The aspect of summarising comes into account when I need to develop notes from the provided PDFs. However, the biggest learning in this regard is the proper use of words (Li and Costa, 2020). In the process of using synonyms, the teacher instructed me not to make the overall reading complex.

***“Analysis”***

I believe the one reason responsible for making this whole experience positive for me is the coordination of members of my group. Proper coordination between different team members forms the most important element in the success of a group project (Liu, 2020). I believe I have earned the trust of my team members and it can help me in my future work. For instance, in the classroom, I need to prepare objectives for the report. In order to accomplish the task, I need to pay extra attention to the provided objectives of the task. This section is an effective approach to improving my self-learning skill. In the process of delivery of outcome, one important condition is to identify the strength and weaknesses of every member as well (Rossi, 2021). For instance, I boost my “note-taking” skills as well as my “paraphrasing” skills. Another member of my team gained a better understanding of the “referencing” style. Hence, this overall achievement can help me to deliver a better outcome in a group project process.

***“Conclusion”:***

In the overall situation, which is learning in the classroom, I have developed an understanding of varied areas. I have enhanced my “note-taking” skills as well as my “paraphrasing” and “summarising skill”. Overall the learning experience and the situation were positive. However, I feel, this could be a better learning experience if we were assigned both individual tasks as well as group tasks. I only performed a few solo tasks within the group project. I did not get a chance to check my “information collection” skill. I could have improved my “information collection skill” as well.

***“Action Plan”***

|  |  |  |
| --- | --- | --- |
| Objectives | Tasks | Time frame |
| To improve my referencing skill | * Learning use of different referencing tools * Maintaining a digital record of using different referencing tools | 6 months |
| To improve my skill about recognition of correct set of information | * Boosting knowledge about use of right set of keywords * Enhancing skill in terms of writing personal perspective and avoiding use of words shared by past researcher | 6 Months |

**Table 1: Action Plan**

(Source: Self-generated)

The above action plan is an important approach in terms of improving my academic skills and abilities

# The usefulness of academic skill

One of the key aspects of learning “note-taking” in the classroom is that it helps in improving the quality of the study process. ***“Note-taking”*** helps in improving the “active listening” process and thus significantly boosts concentration (Nakayama *et al.,* 2021). In my case, note-taking plays an important part in remembering what I have heard in class. The skill of “***paraphrasing***” helps in expressing a certain opinion in personal words (Harrison, 2020). I believe it helps me in improving my sentence structure process and thus the quality of my overall writing. ***Summarising*** helps in improving memory functioning. It helped me to integrate the central ideas of a study in a more meaningful way.

# Conclusion

The overall study concludes that the use of reflection models helps in understanding the overall experience of the classroom learning process. It also reflects potential areas for improvement through the development of an “action plan”.

# Reference List

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