

Name: Yosifi Ozodbekov

Student Number: 2417180

Module Code: LCLM4001

Lecturer's Name: Suhkpreet Grewal

Assignment Title: Reflective Report on Academic Skills

1. Introduction
2. Reflective Section 1: Note-taking Skills
 - Description
 - Feelings
 - Evaluation
 - Analysis
 - Conclusion
 - Action Plan
3. Reflective Section 2: Research Skills
 - Same structure as above
4. Reflective Section 3: Academic Writing Skills
 - Same structure as above
5. Conclusion
6. References

Reflective Report on Academic Skills

Introduction

The academic module undertaken has been instrumental in figuring out various skills essential for academic success. This reflective report, using the Gibbs Reflective Cycle, will focus on the development of three key academic skills: Note-taking skills, Research skills, and Academic writing skills. By reflecting on specific activities and tasks completed during the module, this report will demonstrate how these skills have progressed and their impact on my overall academic performance.

1. Note-taking Skills

Description: During the module, numerous lectures and reading assignments required efficient note-taking to capture key information. One particular activity involved summarizing a complex journal article, which tested my ability to concentrate information effectively.

Feelings: Initially, I felt overwhelmed by the volume of information and struggled to identify the most pertinent points. However, as I practiced various note-taking techniques such as the Cornell Method and mind mapping, I gained confidence and found my notes becoming more organized and useful for review (Cottrell, 2019).

Evaluation: The transition from feeling overwhelmed to feeling more structured in my approach was significant. By employing different note-taking strategies, I was able to capture essential details without feeling overwhelmed by information. This skill proved invaluable during exam preparation, as my notes provided a clear and brief review of the material.

Analysis: Effective note-taking requires not only capturing information but also organizing it in a way that improves understanding and retaining. The shift to using structured techniques allowed me to engage more actively with the content, improving my understanding and recall.

Conclusion: Note-taking is a repeating process that improves with practice. The module's focus on varied note-taking methods has prepared me with a toolkit that I can adapt to different learning situations, pretty my academic efficiency.

Action Plan: In the future, I will continue to refine my note-taking techniques, exploring digital tools like OneNote and **Evernote** to further enhance my learning and accessibility. Additionally, I plan to practice active listening during lectures to improve the quality of my notes.

2. Research Skills

Description: One of the core tasks in the module was a research project that required finding and synthesizing relevant academic sources. This task highlighted the importance of effective research skills in academic success.

Feelings: Initially, I found the process of locating reliable sources challenging and time-consuming. The massive amount of information available online made it difficult to distinguish credible sources from less reliable ones. However, through guided practice and feedback, I learned to navigate academic databases more efficiently (Chaffey & Ellis-Chadwick, 2019).

Evaluation: The improvement in my research skills was evident in the quality of sources I was able to identify and incorporate into my assignments. Learning to use databases like **JSTOR** and **Google Scholar** effectively allowed me to find high-quality, peer-reviewed articles that improved my work.

Analysis: Developing strong research skills involves understanding the nuances of different databases and recognizing the credibility of sources. The module's emphasis on critical evaluation of sources helped me to become more discerning in my research, ensuring that my references were both relevant and reliable.

Conclusion The module provided a solid foundation in research skills, highlighting the importance of critical evaluation and effective search strategies. These skills are not only essential for academic success but also valuable for professional development.

Action Plan: Moving forward, I will continue to refine my research skills by exploring a wider range of academic databases and keeping up-to-date with new research in my field. Additionally, I plan to develop a systematic approach to managing and organizing my sources using reference management tools like **EndNote** and **Zotero**.

3. Academic Writing Skills

Description: The module included numerous writing assignments that required a clear, concise, and well-structured approach. These assignments emphasized the importance of academic writing skills in presenting arguments and ideas effectively.

Feelings: Firstly, I struggled with structuring my essays and incorporating academic language appropriately. Feedback from instructors highlighted the need for improvement in logic and critical analysis. Over time, I focused on enhancing these areas through practice and revision (Gibbs, 1988).

Evaluation: The feedback and iterative nature of the assignments led to noticeable improvements in my writing. I became more adept at structuring my essays logically, using evidence to support my arguments, and employing a more formal academic tone.

Analysis: Effective academic writing involves not only the ability to articulate ideas clearly but also the skill to structure arguments logically and support them with credible evidence. The practice of drafting, receiving feedback, and revising was crucial in refining these skills.

Conclusion: The module significantly improved my academic writing skills, equipping me with the ability to present my ideas more effectively and influentially. These skills are critical for success in higher education and beyond.

Action Plan: To further enhance my academic writing skills, I plan to continue practicing writing regularly, seeking feedback from peers and instructors. Additionally, I will explore resources on academic writing, such as style guides and academic writing workshops, to further refine my techniques.

Conclusion

In conclusion, the module has been instrumental in developing my note-taking, research, and academic writing skills. By applying the Gibbs Reflective Cycle, I have been able to critically evaluate my progress and identify areas for further improvement. These skills are not only essential for academic success but also professional development, equipping me with the tools needed to excel in both academic and professional settings.

References

- Chaffey, D., & Ellis-Chadwick, F. (2019). *Digital Marketing: Strategy, Implementation and Practice*. Pearson Education.
- Cottrell, S. (2019). *The Study Skills Handbook*. Macmillan International Higher Education.
- Gibbs, G. (1988). *Learning by Doing: A guide to teaching and learning methods*. Further Education Unit.
- Moon, J. A. (1999). *Reflection in Learning & Professional Development*. Routledge Falmer.