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Academic Skills
Assessment Task 3

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Introduction

This report focuses on three key areas related to writing and comprehension in an academic setting: academic writing skills, paraphrasing skills, and summarising skills. These skills are crucial for effective communication, understanding complex information, and presenting ideas clearly in academic work.

The report examines:

1 Academic Writing Skills-This involves constructing clear, concise, and well-structured academic documents, using appropriate language, and adhering to academic conventions like citation and referencing.

2 Paraphrasing Skills- The ability to restate information in one's own words while maintaining the original meaning. It's useful for avoiding plagiarism and integrating information from various sources.

3 Summarising Skills- The skill of condensing information into shorter, concise statements or paragraphs, capturing the main points without unnecessary details.

The aims of this report might include:

Understanding and Improving Skills- Providing insights and techniques to enhance these three academic skills.

;Developing Effective Writing Practices-Helping readers learn how to write academically with greater clarity and effectiveness.

Reducing Plagiarism Risks- Teaching proper paraphrasing and summarising techniques to ensure academic integrity.

In this report, I will be using the Gibbs RM (Gibbs 1988)

This article will reflect on my experiences in becoming an advanced scrub practitioner (ASP), using a **reflective model** to support the structure. Since Dewey's simple claim (1938, cited by Rolfe 2001) that 'we learn by doing and realising what came of what we did', many other authors have advocated and adapted this mantra (Rogers 1983 cited by Rolfe 2001, Gibbs 1988). A **reflective model** enables learning whilst utilising experiential knowledge from previous reflections (Rolfe 2001).

Using Gibbs' **reflective model** this article reflects and evaluates the experience of becoming an ASP looking at both positive and negative issues, benefits to patients, colleagues and the organisation I work within. It examines issues of accountability and concludes by asking the question 'what next?'

Academic writing skills

Academic writing skills refer to the abilities and techniques needed to write effectively in academic settings like schools, colleges, or universities. In summary, academic writing skills involve writing clearly, structuring your work, supporting your arguments with evidence, and following academic conventions for referencing and style.

During my first lecture, I might feel a lot of things:

- Confused because the subject could be new, the teacher might speak fast, or I might not understand the terms used.
- Worried because I'm not sure if I'll understand the material, or I'm nervous about meeting new people.
- At the beginning, I might feel curious but a bit anxious, trying to find my place and settle in.
- At the end, I might feel relieved if things made sense, or overwhelmed if there's a lot to learn. I could also be excited to learn more, or just tired from concentrating.

Academic writing skills are useful because they help you express ideas clearly and make strong arguments. They are important for several reasons:

- Clarity They teach you to write in a way that's easy to understand.
- Organization -You learn to structure your work with a clear beginning, middle, and end.
- Critical Thinking- You can analyze information and make informed arguments.
- Evidence -academic writing teaches you to use reliable sources to support your points.
- Referencing -You learn how to avoid plagiarism by giving credit to the original sources.

The good things are

- Better Communication- You can share complex ideas in a way others understand.
- Research Skills- You know how to find reliable information.
- Professionalism- They teach you to write in a formal and structured way.

What's not so good?

- Complex Language- It might be hard to understand or write at first.
- Time-Consuming-It can take a long time to research and write well.

In summary, academic writing skills help you write clearly and convincingly, but they can be strict and time-consuming.

According to Cottrell (2019) emphasizes that academic writing skills are essential for success in higher education. She points out that these skills involve clear communication, critical thinking, and structured writing.

To improve my academic writing skills, here's what I should focus on:

- Clarity and Simplicity: I need to work on expressing my ideas in a straightforward way, avoiding complex language or jargon when simpler words will do.

- Structure and Organization: I should practice structuring my writing with a clear introduction, body, and conclusion. Using headings and subheadings can help me keep things organized.

Improving my writing skills and gaining more academic knowledge is my future action plan.

Paraphrasing skills

The lecture is about how to reword information using your own words without changing the meaning. This skill is called paraphrasing. It's helpful for summarizing, understanding complex topics, and avoiding plagiarism. The lecture probably covers ways to practice paraphrasing and where you can use it, like in writing or presentations.

- At the beginning: I felt confused because the topic seemed hard, and I didn't know some of the words. I was worried that I wouldn't understand what the lecture was about. It made it tough to focus, and I was afraid I couldn't take good notes.
 - At the end: I felt better because the lecture helped me understand the main ideas. The speaker explained things with examples, which made things clearer. But I was still a bit worried because some parts were still hard to understand. Overall, I felt more confident, but I knew I needed to study more to fully get the topic.
- What was useful?- The exercises where we practiced paraphrasing were helpful because they gave me a chance to try it out myself. It was useful to see how to change words but keep the same meaning.
- How?- The exercises had us take a sentence or paragraph and reword it in our own way. This made it easier to understand how to paraphrase. The instructor's comments helped me see where I was doing well and where I could improve.
- What was good?- The instructor explained things in a simple way and gave us useful tips. The group discussions were also good because we could share our ideas and learn from each other.

- What wasn't so good?- Some of the examples we used were very similar, which made them feel a bit boring. It would have been better if there were more variety. Also, we didn't have much time for questions, which made it hard to ask about things we didn't understand.

According to Cottrell (2019) Paraphrasing is a key skill for avoiding plagiarism, as it demonstrates that you've understood the material and are presenting it in your own words, rather than copying directly from the source.

To improve my paraphrasing skills, I should focus on the following areas:

- Understanding the Source: I need to fully understand the text I'm paraphrasing. This might mean re-reading it a few times until I get the main ideas.
- Using My Own Words: I should avoid repeating the exact phrases from the original text. I can practice rewording sentences to make sure I'm not just rearranging words.

Here's your future action plan for improving your paraphrasing skills

1. Set My Goals: I need to decide why I want to improve my paraphrasing skills. I could set goals like being able to summarize academic texts more accurately or avoid plagiarism in my work.
2. Identify My Weaknesses: I'll assess my current skills to find out where I struggle with paraphrasing. This could be understanding complex texts or using too much of the original wording.

Summarising skills

The lecture was about learning how to summarize effectively. It taught methods for condensing information without losing important details. It's like creating a brief version of something complex, making it easier to understand and share with others.

During the lecture on summarizing skills, I initially felt confused because I wasn't sure how to condense information without losing key points. This uncertainty made me worried about summarizing effectively. However, as the lecture progressed, and various techniques and examples were provided, I began to feel more confident. By the end, I felt less anxious and more capable of summarizing information accurately and succinctly.

The lecture on summarizing skills proved to be quite helpful as it offered valuable techniques for condensing information accurately. It was beneficial in teaching how to capture essential points succinctly. What worked well was the detailed explanation of summarizing strategies. However, what could have been improved was incorporating more practice exercises to reinforce these skills.

According to Cooper (2008) Say that summarizing skills are really important for understanding and sharing information well. They highlight the need to turn complicated stuff into short, clear summaries. This helps us understand better, remember more, and explain things easier. Experts also suggest practicing a lot to get better at summarizing.

To improve my summarizing skills, I will focus on several key areas. Firstly, I'll work on identifying the main ideas and key points of the text or discussion. Next, I'll practice condensing information without losing

important details. Additionally, I'll aim to improve my ability to organize the summary logically and ensure it is clear and concise. Lastly, I'll seek feedback and practice regularly to enhance my summarizing proficiency.

My future action plan for improving summarizing skills involves several steps. First, I'll practice summarizing various types of content regularly, such as articles, lectures, and discussions. Second, I'll seek feedback from peers or mentors to identify areas for improvement. Third, I'll continue studying and applying effective summarizing techniques. Lastly, I'll set specific goals and timelines to track progress and stay motivated in honing these skills.

CONCLUSION

Academic writing, paraphrasing, and summarising are critical skills in both academic and professional settings. Proficiency in these skills is essential for effective communication, avoiding plagiarism, and demonstrating a clear understanding of complex topics.

To excel in academic writing, one must develop a strong structure, use clear and precise language, and follow proper citation practices. This skill involves organising thoughts in a logical manner, presenting coherent arguments, and engaging with academic sources responsibly.

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