



Name: Demi Elizabeth Bright

Student ID: 2411543

Module Code: LCLM4001

Module: Academic skills

Lecturer: Naomi Doerge

Submitted on: Tuesday 17th December

Table of Contents

Introduction	2
2 Note Taking	2
3 Referencing	4
4 Time Management	5
5 Conclusion	6
6 References	6

Introduction

- What is self-reflection: Self-reflection is taking the time to think, review and evaluate yourself and your doings - whether it be in studies, work, or your personal life, in-order to see what you did well and what can use some attention or improvement. (Open University, 2024)
- Self-reflection is crucial for personal growth, it allows for you to develop beneficially, enabling you to make better decisions, be more self-aware, and have more control over what you are doing. (Gupta, 2023 p.10, p.14, p.15, p.18)
- In this report, I will reflect on the following three academic topics:
 - Note taking
 - Referencing
 - Time management

To do so, I will use Kolb's reflective cycle.

2 Note Taking

Concrete Experience

Our topic in week 2 was note-taking where we discussed the various methods of taking notes such as; Diagrams and mind maps, linear notes, and tabular notes, and why efficient note-taking is a key skill to help us with our studies and development. According to Lombardi, (2019) even those who have good remembrance cannot remember everything, so students taking notes will help them identify the main take-homes from the subjects they are studying. My perspective is that note-taking is a vital skill to help us develop as students, by understanding and retaining what we are being taught.

Reflective Observation

In class we have been given activities to put a couple of the note-taking methods we had discussed into practice; In groups we created

diagrammatic notes outlining the main points and sub points of half an article, which produced a great result as everyone got involved. We then took the other half home to do for homework, which is where I found it a little more difficult, as in class I had the rest of my groups thoughts as well as my own and letting my work and personal life dominate, I never allowed myself enough time. In activity two we were encouraged individually to pick out key factors from a debate we watched on YouTube, something I found less challenging doing by myself. We then had to present and discuss with the rest of the class what information we had recorded from both sources, something that helped build our confidence with speaking out.

Abstract Conceptualisation

The in-class discussions about the various note-taking methods taught us how they were structured, and what source of information they work well for, while the activities enabled us to figure out what keywords to extract from these sources. This has really helped me understand how to take notes in a more efficient way. Nor myself or my classmates did not have much experience in note taking prior to the lesson, we all had a try and although no one in the class got it 100% correct, majority of us were able to recognise most of the key points and arrange them accordingly. Even though I am still understanding, I have noticed in most recent weeks a significant improvement in my note-taking skills.

Active Experimentation

In the future I am going to continue to improve on my note-taking skills by furthering my understanding of the various methods and continuing to apply them to my studies.

3 Referencing

Concrete Experience

Referencing is a topic that we started in week 3, we learned what referencing is, how to reference, why referencing is important and the consequences if it is not used. As stated by Newcastle University, (2024) To reference is to recognise the sources of information you have exercised in your work. It demonstrates how you have incorporated the ideas and research of others to develop on your own arguments. My understanding is that referencing is about giving credit to the original author, as well as giving credit to us the authors of showing an understanding of what we are writing, and to avoid being penalised for plagiarism.

Reflective Observation

Referencing was one topic me and my peers struggled with most, as it was a topic we discussed in class over three to four weeks. I found it difficult to grasp that there are different referencing structures, depending on what source the information has been gathered from, and got confused on the actual sources themselves. The tasks we were set in class and at home as homework, were to give reference to text examples on worksheets that were provided. These tasks helped with our understanding on the structures of referencing and when to use them. Although it has taken me longer to understand how to reference, I feel as though making the mistakes and having to go back to correct them has helped me to better that understanding.

Abstract Conceptualisation

During lessons we spoke about the Harvard referencing structure and how various sources are composed, how to do an integrating and non-integrating in-text reference (citation), and which sources are reliable and not reliable, as well as the distinct types of plagiarism and the academic consequence, if you are found to have plagiarised. Because of these continuous discussions in class I now have a better understanding of how to reference and what tools I can use to help me if I ever need it.

Active Experimentation

Going forward, I will ensure to use cite them write and my notes from class to apply the Harvard referencing style correctly to all my assignments.

4 Time Management

Concrete Experience

In week 1 we talked about three time management methods; The Eisenhower matrix, Pomodoro and The 4 D's, the structure of these methods and why time management is a fundamental skill for students. In the opinion of Nip, (n.d) Being a student you will find having effective time management is pivotal to being successful at university and maintaining a personal life. My opinion is that the process of planning and controlling how and where you spend your time will not only reduce stress, but also help you improve on other skills like productivity.

Reflective Observation

As well as the in-class discussions, we also completed tasks to help further our understanding of time management. For our time management task, we were put into groups and given one of the three, time management methods to discuss with our group members and write how we could best explain our method to the other groups. I feel like this activity worked well because the group discussions allowed me to see my peer's thoughts on their own time management, and which method they thought would be best suited to them, making it easier to understand what methods are best applied based on an individual's personality. Although I grasped the concept of time management and what method quickly, I am still struggling to juggle my studies while at home.

Abstract Conceptualisation

Even though the time we spent on time management was brief I feel like with the active learning we have done, I now understand that time management is not a one-size-fits-all skill, it is about understanding what tasks should be prioritised and how best to spend your time. I feel as though my punctuality has improved since starting university and learning the time management methods, although I need to improve on this by

being consistent with managing my time better when it comes to revision and homework.

Active Experimentation

As I continue through University, I will persist to improve on my time management both in education and my personal life, by deciding what task should be prioritised and what can be left until a later date or time.

5 Conclusion

Overall, my opinion is that I feel a lot more confident in my own ability and have a better understanding of academic procedures, and the knowledge I have taken from term 1 is going to help me tremendously in my lectures and revision throughout the duration of my course.

6 References

Open University. (2024) *Self Reflection* Available at: <https://www5.open.ac.uk/choose/unison/develop/my-skills/self-reflection> (Accessed 8th December 2024)

Gupta, S. (2023) *The importance of self-reflection: How Looking Inward Can Improve Your Mental Health* Available at: <https://www.verywellmind.com/self-reflection-importance-benefits-and-strategies-7500858> (Accessed 8th December 2024)

Lombardi, E. (2019) *The Case for the Importance of Taking Notes*. Available at: <https://www.thoughtco.com/why-take-notes-in-literature-class-7335173> (Accessed 10th December)

Newcastle University. (2024) *Referencing* Available at: <https://www.ncl.ac.uk/academic-skills->

[kit%20is%20how%20you%20acknowledge,your%20own%20ideas%20and%20a rguments](#). (Accessed 13th December 2024)

Nip, A. (n.d) *10 Tips on Time Management for University Students* Available at:
<https://unifresher.co.uk/resources-time-management-tips-for-students/>
(Accessed 16th December)