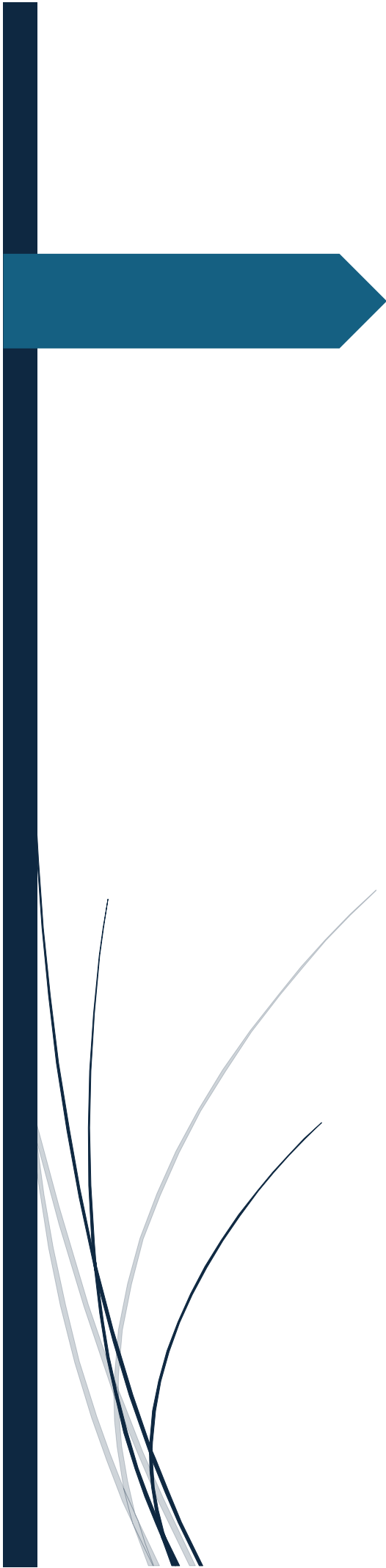




Personal reflection report

ACADEMIC SKILLS

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Introduction

I believe developing strong academic skills is essential for students who aim to succeed at university, in their careers, and at different points in their lives.

During this module, I have worked on improving a variety of academic skills, but I found that three specific areas have had the most significant impact on my learning.

In this report, I will discuss my own academic skills, with a specific focus on the following – Note taking, Information gathering and summarising skills. These are the three techniques that have significantly improved my academic knowledge.

I will be using Gibbs' Reflective cycle for this purpose, it includes the following stages: Description, Feelings and reactions, Evaluation, Analysis, Conclusions and Personal Action Plan.

Note Taking skills

Description:

We began our study of note-taking with a discussion on its importance, giving everyone a chance to share their opinions. Then we reviewed the material on Moodle, where we learned about the limits of our working memory and how much information we can retain at once. We also had an activity where we listened to a 7 min text and tried to capture the key facts by taking notes. Finally, we finished by exploring various techniques, including Diagram Note-Taking, Mind Mapping, Linear notes, Tabular note taking and Cornell Notes.

Feelings:

At first, I didn't believe that notetaking was a topic worth discussing. However, after examining it more closely, I discovered its importance and use in future.

Evaluation:

By the end of this lesson, I realized that notetaking is very useful. I enjoyed learning about the different types of note-taking methods, especially tabular notes, which I found to be particularly effective. However, I did not enjoy the activity where we listened to a fast-paced conversation and took quick notes from the participants surnames, which was the key to the task given. It was extremely difficult to keep up with the speed of the recording.

Analysis:

Note-taking provides significant benefits to both process-related and product functions, which remarkably improves performance (Luo et al., 2018)

In terms of the process-related it helps focus attention, aids in understanding material and improves memory. This shows that my initial thoughts about notetaking at the beginning of the class were incorrect. I now take notes on each thing I want to focus on, remember and understand, which also helps me get in depth with my memory and understand with ease.

Conclusions:

I concluded that I was unaware of the various note-taking techniques after learning that I needed to advance my note-taking abilities.

Personal action plan:

I will keep elevating my note-taking skills and study the various methods and approaches. I will intentionally listen to fast paced texts, while attempting to take notes on important details to increase my detailed note-taking abilities. In addition, I will make a conscious effort to write down everything I want to memorize.

Finding information research skills

Description:

In class, we began by answering two key questions:

1. How reliable is information found on the internet in terms of being current, relevant, authoritative, accurate and purposeful?
2. Where can we find information?

We then explored various online sources for gathering information. Finally, we learned about the CRAAP test, developed by Blakeslee, Sarah (2004), which evaluates information based on the five criteria: currency, relevance, authority, accuracy and purpose.

Feelings:

I was extremely thrilled to learn about the material, I had a feeling that it would be incredibly valuable.

Evaluation:

As we went through the slides, we discussed details about the CRAAP test. I was impressed by how simple it is to identify an authentic webpage using this method, and how challenging it can be without it. Then we had our first-class activity of finding and examining a trustworthy online source which I found exciting. However, I still found it challenging to identify reliable sources online as there were many. When I put my knowledge into practice the task became difficult and I did not enjoy that.

Analysis:

In class, we took 15 minutes to discuss how many of us have used online informational sources and have applied the CRAAP test technique. It turned out that all the students in class were not using this technique at all. As much as I was surprised, this made me realize how many people worldwide are also neglecting to verify information daily including myself. This made me concerned about my own approach to finding information online, as I believe this technique is most efficient.

Conclusion:

Studying the CRAAP test made me realize that I wasn't properly evaluating information on any social network, and I'm now working on correcting this.

Personal action plan:

I will start by carefully analyzing every source I use to gather information by applying the CRAAP test technique. By consistently using the CRAAP test, I will significantly avoid misinformation, I will make informative decisions and develop my research skills.

Summarising skills

Description

We started the class in an engaging way, gradually learning about summarising. We first looked at what summarising means, then discussed why it is important and when to use it. Next, we went through a step-by-step guide of summarising. Finally, we practiced our skills with activities to apply what we had learned.

Feelings

I felt like summarising is one of the most valuable topics that I will learn in my course. Having a deeper knowledge about summarising triggered a feeling of excitement and curiosity.

Evaluation:

By learning about summarising, I realised I haven't been using this technique in my writing. My texts were often longer and harder to understand because I had difficulty shortening the information. The first summarising exercise in class was helpful, as it showed me that I need to improve my summarising skills. It took me a long time to summarise the text, which highlighted areas for improvement.

Analysis:

Summarising shows that you are actively engaging with information and can pick out the key ideas to support your points. In a recent class activity, we had a group of three activity to summarise a long and complex text. Even though we followed a step-by-step guide, we still found it difficult. This made me think about how hard it would be for any reader to understand writing that isn't clear. Because of this, I now better understand how important summarising is for making information clearer and easier to read and understand.

Conclusion:

I realised that summarising improves my communication, deepens my knowledge, and makes learning easier. Mastering this skill helped me realize that I needed to improve my summarising abilities.

Personal action plan:

In the future, I will focus on summarising my own writing to enhance clarity and improve readers' easier understanding. Additionally, when encountering complex texts, I will summarise them beforehand to make my understanding easier and support my learning progress. To further develop my summarising skills, I will be practicing by selecting various texts online and condensing their key points.

Conclusion:

I believe that the three topics chosen for my report have different but very valuable purposes, which I can apply academically and more importantly, in my future business career. I am excited to develop my skills in these three key areas. Effective notetaking will strengthen my understanding and memory retention, applying the CRRAP test will help me avoid misinformation and produce high-quality work, and summarising will enhance clarity by condensing long content into essential points, saving time and improving communication.

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