

Academic Skills

Reflective Report

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1. Introduction

In this reflective report I will reflect on everything I learnt in the the academic skills According to Simplicable (2023), Academic Skills are a abilities improve the facilities to how make reports and presentations using our abilities making better our communication and planning to study. More specific on yours subtopics paraphrase, note taking and references, following in steps, first speaking about when we learned, what is paraphrase and importance, second note taking and third referencing, how we are feeling and what we think about the case. To reflect on each topic, I will use, Gibb's reflective Cycle.

2. Paraphrasing

Description:

In the week 4 we learned about the paraphrase, was me and the my other class students when the Lecture explained and alert us about the what is paraphrase an your importance. According with Stephen (2013) Paraphrase is a ability to get the text and change the properly words given the same significate. However we practice activities about how and when we can use paraphrase with focus on how paraphrase is used to the citing.

Feelings:

I fell involved with how the paraphrase is important to be used when I am writing my report because this is a important to help me improve my skill to writing for academic live, I was started without any idea about how I can write a academic reports and now I am very confident to continue. I watch some class friends very happy with the knowledge repassed in the classroom.

Evaluation:

Therefore, I think this topic and this learning experience is very helpful because it is a very important topic that will help me as I can use someone else's words to speak with my own words, but I always need to back up my opinion with reference to how the real person said it. And now I know that I can never use my unsupported words to validate my ideas.

Analysis:

According with Sagejournal (2020), paraphrasing supports reading comprehension because it helps students to monitor for meaning, provides a process for students to follow, and assists students with identifying the most important information. The ability to paraphrase is very important to transcribe the words given by a person with my own words in a way that I can go over the text with my way of expressing it, thus offering a way of reading so that other people can have more options of languages that they are more receptive to understand. It should be noted that when paraphrasing, it is necessary to use references, as both skills work together. On this day the information was ascertained, all thanks should be directed to the Speaker, as she was very safe and calm to pass on the knowledge.

Conclusion:

Although, I have learned in this topic the importance of paraphrasing to academic life and after that, with the paraphrasing I we make my words be trusted and accepted for the other people, because I can improve and make my opinion more strongest using other important opinions, and the skill of paraphrasing need be use together with the reference to evaluate my opinion with other valid an important opinions.

Action Plan:

Thereby, I will carry this skill with me for the rest of my life, as I know that I can express my opinions with the skill learned. Now I know that I can quote another author's words in my own way without changing the meaning of the sentence by paraphrasing.

3. Taking Notes**Description:**

in the second week the teacher introduced the topic of Note Taking, MindTools (2024) explain Note taking allows you to develop a deeper understanding of the topic by capturing the key points in your own words. In the second week the teacher taught us about Taking Notes, most of us and the class were present. On this day the class was very participatory in the lesson because the topic was very important, the subject was something that would really help us to keep more information and not forget.

Feelings:

On this day I felt very satisfied, because the topic in question is very important to me, because we think that we are able to remember everything we hear or see, and it is not always like that, the ability to take notes has helped me not to forget, because now I know how I can improve my memory capacity with the various existing forms of taking notes.

Evaluation:

This class was important because it made me reflect on my abilities and I recognized that I need to organize myself with my studies, because I needed to understand that I am not able to remember everything without even writing down something important.

Analysis:

It is important to emphasize the importance of the speaker's ability to explain each piece of information and encourage us to understand the subject, as this is part of the quality of teaching. Therefore, everything went well, because everyone was attentive to the activities, trying to understand and learn what was said by the speaker.

Conclusion:

Therefore, I understood that to do well in my studies I need to organize myself because I understood the importance of writing down keywords to remember important topics during my study. Therefore, some people have a better capacity for storing information, others keep a little less, or take longer to record in their memory, in this case the importance of Taking Notes applies.

Action Plan:

However, on this day I improved a practice that I already like to do, but in a more in-depth way with fundamentals and new ways of doing it, I always liked to take notes, so this new knowledge came at the right time and from now on I will use the new ways of taking notes.

4. Referencing

Description:

In week 4 I learned about referencing, the lecturer teaches us about this skill, and I explain what it is. According to the University of Edinburgh (2024) A reference is the full bibliography or publication details of a citation. Therefore, it is important to emphasize that whenever we use words from other authors, it is very important to make the reference, because the actor of not referring to the quote can be considered plagiarism. Some students fail at this important skill, and they will miss it in the future.

Feelings:

I was so excited about this new information, because learning correctly how to reference an author will make my ideas strong and credible because my words will have a basis. I can't wait to use my new knowledge in the next reports that will be presented to me in the future.

Evaluation:

The knowledge delivered on this day was extremely important, because learning to make a reference is extremely important, so we learned that we cannot take advantage of someone else's opinion without informing the proper references.

Analysis:

Therefore, is important to learn about reference, it was clear that we cannot make use of words spoken by other people and take them as our own, the subject is a bit confusing and requires a lot of attention because each reference must be made in a different way, however I could have asked more questions about the correct ways to reference and I didn't.

To complement, The University of Edinburg (2024) say If we don't make our citation correctly, forget or don't properly mention the author, we make it seem that that idea is ours, but it's not true and this conduct is illegal and it's called plagiarism. However, we must always be careful with our work so as not to commit this dishonest conduct.

Conclusion:

Thus, it is important to emphasize that taking notes is extremely important for the student, as it is a way to help the student in his studies, thus facilitating ways that make him remember or facilitate the absorption of information.

Action Plan:

In this day I make my better to learn correctly of the Lectures was saying, I pay attention to hear and understand exactly what she was saying. I not change nothing in this day, because the Lecture was very attention with the information passed and we have a quiet class members, this help everybody to get the information better. And now I will use all skill learn and use to help me in the next modules I will learn.

5. Conclusion

Consequently, it can be said that academic skills are skills developed to assist in the study and organizational life of the student, so that we can develop skills, such as those mentioned in this report, making us understand the importance of each skill, such as paraphrasing and reference skills that are really important to learn in this module. Because I know I'm going to need this to make my academic experience better and easier, if I understand this I'm going to have a good experience, along with the other skills learned in the process.

References

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