

Reflective Report

LCLM4001 Academic Skills

ACS report 1

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Total words - 1608

Introduction - 87

Conclusion - 72

1. Introduction

When I have started working on academic skills, I noticed that paraphrasing , academic writing and summarising can really make a difference. It helped me to understand and put more value into the work I have done. By combining these skills, I could handle and share information more effectively , which I found it to be a key in doing well for studies. Using the Gibbs method, you will see a full explanation of how my knowledge accumulated during class, played a role in creating this assensment.

2. Academic writing

Description

One of the first skills that we have learned during the academic skills module was academic writing. At the end of the lesson I understood that academic writing is all about how to express my ideas in concise, clear and effective way. A method of writing with a good structured argument and supported by research and evidence. Getting a good grip with this skill, weather it's for writing reports, essays or research papers, it involves good critical thinking about the information I am using, and want to make sure that plagiarism is avoided and solid evidence is given to the authors of the source. In this class, we performed tasks, where we were given examples of different writings and after had to indicate what type of writing it is.

Feeling

This skill has introduced me to a new path, and I know by using it, I can improve and accumulate enough knowledge, in order for me to bring my own ideas and have more confidence when writing a report.

Evaluation

After a thorough evaluation of this skill, I noticed that in order to be a good academic writer, I have to be able to present my own ideas which should be more complex, in a way to make them easy to understand, have a good structure and to make sure their points are clear and concise. Additionally, it is important the use of a citation or quotations and the use of credible sources, which can demonstrate our approach when we do our research and incorporate the information in my writing. Another key aspect is to have a good ethic and be honest with the work I've done. It will not only prepare me for academic success but also make me communicate more effectively.

Analysis

Analysing this skill I have seen its importance and the crucial role that plays for building a foundation which can lead me to academic success. I looked at all the characteristics of academic writing, which are different from other types of writing and noticed it involves aspects like critical thinking which is a key role in assessing the information to create good arguments, have to be precise and objective, have a balanced approach to the source and have a well structured writing to make it understandable and easy to follow. This will keep the focus on the ideas being discussed, rather than on personal opinions.

Conclusion

I have concluded that, academic writing is an important skill that helps me to share ideas and research in a clear and concise way. Getting a good knowledge during the class of academic writing, it allowed me to improve my work, understand the information I gathered and present my ideas in a professional manner. The downside of this skill, is that I have to improve my areas like argumentation, citation or language. I know that academic writing is not only about putting the words into papers but also about presenting clear arguments and provide credible evidence to back up.

Personal Action Plan

I will highlight areas where I have to improve as this is a crucial skill for doing well in school and help me in having a better communication. It will also benefit me in my career and I find it quite essential.

3. Summarising

Description

At the end of the class of summarising, I have learned how valuable is this skill for writing, studying and communicate effectively in a better way. It involves compacting information gathered into a shorter version, by identifying the most important ideas and expressing them in my own words. It helps in understanding and retaining information, and make me more efficient when I have to review for future work. We can do this by following key steps which were presented during class. Activities, where we had to find main idea in a text or to create a summary using the main ideas, have helped me to pay more attention and collect information without losing the main point of the idea.

Feelings

It is important to stick to the core of the message and I will make sure to give my full attention in order to express my ideas in my own words, and provide essential details. This skill will bring only benefits can help to organize in better way.

Evaluation

In an academic environment, the skill of summarising it is important in communication and effective learning. A clear summary should be easily understood, using well organized sentences and paragraphs that present the information in a logic way. I have learned that accuracy and relevance are two main factors that can contribute to this. Also, I would evaluate the language used as it can be similar to the source, and make sure to provide evidence when is needed.

Analysis

By making an analysis of summarising, I am able to take main ideas from a text or from listening and break it down to a shorter version that will still capture the main points. To create a good summary I am using my own words which shows I have understood the information provided rather than just copying phrases from the original text. The core message should be clear and concise. I can apply it and make use of it in different task like writing essay, studying or prepare presentations.

Conclusion

In conclusion, summarising skill is important because it helps me to take plenty of information and reduce it to key points. It means I can understand and capture main ideas clearly and put them in to a shorter, easy to understand format. By getting better at summarising, I can manage and share complex ideas more easuly, which can be helpful for school and future work.

Personal Action Plan

Being good at summarising is my goal for future as this skill can be used for various tasks. I will try to improve in all areas, especially highlighting to retain main ideas from text or keeping the same idea when reducing the content.

4. Paraphrasing

Description

During the class of paraphrasing we learned that it is about taking information from a source and putting it into our own words while keeping the original meaning the same. Instead of copying the text exactly, we can rephrase it in a way that makes sense to us. I have also learned, that it helps me explain ideas more clearly and fit them better into my own writing, whilst giving credit to the source.

Feelings

Paraphrasing will improve my communication as I will have to be more knowledgeable in using my own language. It is a key skill for me in developing the skill I need.

Evaluation

After an evaluation of paraphrasing, I can see how important it is to check if the paraphrase really captures the essence of the original content and if it makes sense to me. The compacted version will have to be clear and same context with the writer's work. We can also see, the originality in presenting the information in a fresh way. This will also help to prevent having issues with plagiarism. There are few techniques to do this and some are using synonyms, changing the words, changing word order or changing from positive to negative. This skill is crucial for integrating information into our own words while being honest and creative.

Analysis

After I have done an analysis on paraphrasing, I have been able to create a text different enough from the original text, while still capturing the original ideas. Also, I have properly give credit to the authors, and original source because it is essential to avoid plagiarism. A key part, which I find it very important is about making sure that the shorter version of the content is clear, briefly, and sticks to the point. Information should be rephrased with accurate and a good and effective research is required to do. I have created content with my own arguments which I have learned during this class.

Conclusion

Using the practice from class, I have come to a conclusion that we will always need ways to inspire, and this should be done in an honest and professional way. The skill of paraphrasing will be very useful if techniques are followed and will not bring any

issues. It is important to be creative and use own words, while trying to not change the main ideas. I will always check if my work is clear, easy to read, accurate and is gives credit to the author.

Personal Action Plan

This skill helped me on creating this assessment. Although, I will have to improve my way of giving credit to the author and show the same message but in a new way.

5. Conclusion

In summaty, getting good at this skill is really important for handling and sharing information effectively. Paraphrasing lets me put ideas into my own words, showing me understanding and avoidin copying. Academic writing will help me to organise and present my ideas clearly. Summarising will let me break down information into key points and make me more efficient. All this will contribute to my development in better communication, manage information and school.

6. Reference List

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