

LCLM4001 ACDEMIC SKILLS
ACS report 1
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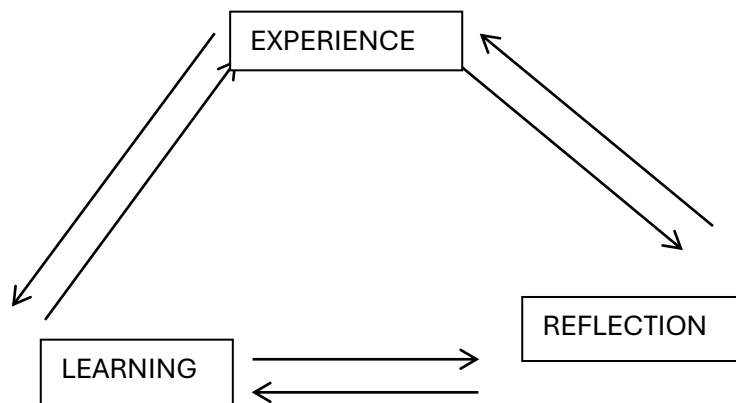
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Academic Skills Reflective Report

INTRO:

In this report I will be discussing the academic skills learnt the past weeks. I will start this by talking about note-taking skills. This would include linear, diagrammatic, tabular, and mind map notes. Following this, I will also discuss summarising skills, how to summarize a handful of information into a shorter amount including only the key facts, making it easier and more understandable. The last piece of note taking skills I will be discussing is Paraphrasing skills. This is done to avoid plagiarism, and sometimes used to make your piece of writing sound more formal and academic. For the note taking skills we have learned, I decided to utilise Boud's triangular representation to represent the format which should be used. This representation includes of experience, reflection, and learning. This suggests that once experiencing something (in this case sitting a lecture), reflection should be taken such as taking notes, and then that goes into our brains leading to learning. This is like a cycle, and it keeps on repeating. I will showcase this into a diagram.



Note-taking skills:

We have learned 4 methods when it comes to note-taking. Mind mapping is when the main topic is noted down at the middle of the page, and all the information on the topic is written down around it. Linear note taking is taking information down in a list-format. It can be organised according to headings, or highlighted words. This method in my opinion is the most effective because its easier to read and understand no matter the topic and is extremely organised. This method has helped me in my day-to-day work

when it comes to noting down my clients and can even be used in more simpler ways such as a shopping list. This format of note taking can be used in a variety of ways. The next method we have learned is diagrammatic notes. This is when the relationship between the main idea and additional related information is shown. The final method we have learned is tabular notetaking. This is when you need to summarize information that you need to compare. All of these methods can be useful depending on the contexts of the notes. As I have done my own research, I have also come across additional types of note taking, such as The Cornell method, this is when the note page is split into 3. Includes of 2 columns and 1 section on the bottom of the page. The left column (cue area) includes the main concept, or the key study questions, whilst the right column includes all the notes on the said topic. The bottom section is the summary. This is where tabular note taking can also be put into use. Some advantages of this method include enhanced recall, the cue area promotes active recall by allowing students to create questions or keywords, hence improving memory retention. Another benefit is easy review, the brief format makes it simple to skim and review notes before tests, reducing time and enhancing study efficiency. However, there are also some disadvantages. It takes a lot of time, students may find the Cornell method time-consuming, particularly for lectures that go quickly, as it needs them to set up the structure and write summaries and cues. Moreover, it isn't always appropriate for every subject: the structure of the Cornell approach may be less adaptable in classes that need for more intricate graphics or in-depth explanations (like math or engineering).

Summarising skills:

This skill is extremely important when it comes to day-to-day life, as it is in academics as well. Let's say you want to share a story, in order to keep the attention of the listener and to stay on topic, you want to summarise the story, and only tell the key parts of the story. When it comes to academic writing, in an essay for example we do not want to sway away from the main concept, which is why summarising is helpful, and it also saves time. Summarising information can lead to more efficient learning. Summarising reduces large amounts of data to important points, making complex material easier to digest and grasp. Additionally, it improves retention. Summarising enhances long-term retention by actively engaging with the content and recognising essential concepts. Finally, it is useful in writing preparation. Summarising is an important stage when writing reports, essays, or research papers since it helps to organise thoughts and clarify arguments.

Paraphrasing skills:

This is when we share the ideas we have learnt, or heard from another person, in our own words. This is extremely important in order to avoid plagiarism, but also, we can form an easier way to remember information in our own words. Some examples of paraphrasing include altering the word order, changing word forms, and the main one is using synonyms. Paraphrasing can also help you to steer a conversation, as well as connecting with your audience by using synonyms easier to understand. Here is an example of a paraphrased sentence. Original: "He has tons of stuff to throw away."

Paraphrased: “He needs to get rid of a lot of junk”. This example shows how easy it is to paraphrase just by using synonyms.

Conclusion:

To sum up, academic abilities like note taking, summarising, and paraphrasing are crucial for clear communication and learning. Taking notes sharpens concentration and helps retain important knowledge, while summarising ideas reduces a lot of material into manageable chunks that promote deeper understanding. Furthermore, paraphrasing skills foster critical thinking by enabling the re-expression of ideas in one’s own words, ensuring comprehension and avoiding plagiarism. Mastery of these abilities not only increases academic performance, but also equips student to engage with complicated content more effectively in academic and professional situations.

References:

<https://www.open.edu/openlearn/mod/oucontent/view.php?id=51386§ion=4>

<https://e-student.org/note-taking-methods/>

Feedback: The lecturer has clearly and efficiently taught us how to use notes in day-to-day life and has easily explained the 3 methods I have mentioned on academic skills. The lecturer has also made learning more exciting and brings all the students together as a team to learn and help each other overcome this course.