



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Name: Shakai Ivey-Morand

Student ID: 2326836

Module Code:

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Lecturer: Lizeta Demetriou (l.demetriou@uwtsd.ac.uk)

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Introduction

The definition and main key factors of academic skills are

- Written and verbal communication
- Listening
- Note-taking
- Summarizing
- Attention to detail
- Data analysis
- Technical literature

Academic skills are important because they are traits and academic strategies that help you you become a better student.

They prepare you for your career, help you stay focused and motivated, get you exposed to new ways of thinking and absorbing different knowledge.

For example, I've chosen to highlight Summarizing, note taking and paraphrasing I will get into detail later in the report and in this report,

I will reflect on my learning in this module using Gibb's reflective cycle.

I chose to reflect on the topics of Notetaking, paraphrasing and summarizing.

Summarizing

Description

During this module we were learning about different techniques of summarizing to be able explain key information in an easier and more sufficient way, this happened in the classroom every Tuesday with Majority of my class and my lecturer.

Sometimes we would work in teams to figure out the different way summarize the topics we were given; I believe we were successful in completing the task at hand.

Feelings

I would not say I had any feelings, I definitely put my thinking cap on and got to work I did not allow anything to distract me, however from my observations some people found that the task was a bit tricky, the other percentage of people got on with it and I believe they were successful in doing it and at the time I did not have any thoughts I just wanted to complete the work, looking back now that was a very easier and simple task.

Evaluation

The whole experience was good and exciting there was nothing bad about it, the atmosphere between the groups and how eager they were to find out new ways to complete the task and gain knowledge.

Alternatively, I found there was uneven portion of people who could not speak English properly for this reason it was hard to understand the on the other hand tried to help my classmates as much as possible despite helping myself.

Analysis

It went well because we all worked as team so no one was left not understanding what to do this is a simple but an efficient skill that everyone should have.

Learn how to summarize so you can get your point across in a quick and simpler way.

Conclusions

I learnt that I need to have academic skills.

Despite on learning new skills for myself I honestly cannot speak for everyone else

Nevertheless, I need to develop listening skills towards my peers.

Action plan

I personally will take time out to work on my academic skills, it is helpful especially in daily life situation and workspaces.

Note taking

Description

We were learning about different techniques of effective note taking to gather key information about topics across the board, this always happened in the classroom every Tuesday with Majority of my class and my lecturer.

We would come up with different topics to talk about while coming up with various strategies to take notes to gather important information that stands out to give our audience an understanding.

Therefore, the task was not as difficult as expected, I believe the entire class completed the work.

As a result, I had hoped everyone had coped and found it easy.

Feelings

I was eager about note taking as I understand that technique is used to gather key information about various topics.

I understand other students may have not been familiar with the note taking techniques, but I had an understanding before and after the topic was explained nevertheless, I was feeling settled and not overwhelmed.

Although I think some people were feeling challenged by the task the reason to my knowledge is unknown this all based on my observations,

I also think people feel at ease now that we have had time to learn about the topics, they can get on with the report without any obstacles, sadly I didn't have any thoughts at the time.

Evaluation

This was an eye opening yet exciting experience, there was nothing bad about it, to clarify the atmosphere between the groups and how eager everyone was to find out new ways to complete the task and gain knowledge.

Admittedly there was a portion of people who could not speak English properly and it was hard to understand them but working as a team helped, for instance we would copy and paste some information to use in our report and other times we would come up with ideas ourselves.

Analysis

I was paying attention to my lecturer and everything she was teaching so when it came to the time to work, it wasn't hard for me at all.

It went well because of our lecturer yet we all worked as team so no one was out this is a simple moreover an efficient skill that everyone should have.

This suggests that you should Learn how to note take so you can give an understanding of the any topic in simple way.

Conclusions

I learnt different note taking techniques to gather key information.

Action plan

I personally will take time out to work on my academic skills, it is helpful especially in daily life situation and workspaces.

Paraphrasing

Description

We were learning about different techniques of paraphrasing to describe topics or references about topics across the board, this happened in the classroom every Tuesday with Majority of my class and my lecturer.

We came up with different topics to talk about and came up with various strategies to paraphrase important information that stands out to give our audience an understanding.

To my knowledge this was not a hard thing to do I believe the classed completed the work I had been hoping everyone had coped and found it easy

Sometimes we would work in teams to paraphrase the topics we were given I believe we were successful in completing the task at hand.

Feelings

I was familiar with paraphrasing as I understand that is a technique used to reword information about various topics.

I understand other students may have not been familiar with paraphrasing, but I had a understanding before and after the topic was explained so I was feeling settled and not overwhelmed.

I think some people were feeling challenged by the task the reason to my knowledge is unknown this all based on my observations,

I think people feel at ease now that we have had time to learn about the topics and I feel like they can go on with the report without any obstacles.

I don't have any thoughts currently.

Evaluation

The whole experience was good and exciting there was nothing bad about it, the atmosphere between the groups and how eager they were to find out new ways to complete the task and gain knowledge.

I found there was uneven portion of people who could not speak English properly and it was hard to understand them, I tried to help my classmates as much as possible as well as helping myself.

It was the same for all topics I covered in this report.

Analysis

It went well because we all worked as team so no one was left not understanding what to do this is a simple but yet efficient skill that everyone should have.

You should expand your knowledge on paraphrasing and giving a understanding of the topic in simple way.

Conclusions

I learnt how to pay attention and to be on time, I also learnt how to paraphrase different topics to make it shorter and easier to understand.

Action plan

My action plan is the same as the others.

I personally will take time out to work on my academic skills, it is helpful especially in daily life situation and workspaces.

Conclusion

Summarizing, like paraphrasing, is your explanation of another person's ideas. We often use summaries in both speaking and writing to tell listeners or readers our ideas quickly and clearly. For example, if a friend asks you to tell her about a movie you saw recently, you would not spend two hours telling her everything that happened in the movie. Instead, you would probably just briefly tell her about the movie's main plot and characters

References

- **Analytical tasks:** arguments and processes can be broken down into subsections with further definitions and explanations.
- **Processing your learning:** your memory finds it easier to recall structures, which can then act as a prompt to recall further detail (especially if you use punchy words for key headings or ideas).
- **Keeping track:** this strategy can help you follow the order of the lecture or text you're reading so you can see how arguments are built and developed, or note the key points from each section of a paper. This may be useful if you are summarising a text or lecture. (Newcastle University 2024)

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In academic writing, summarizing is important when we use ideas from other sources to support our own arguments. This skill differs from paraphrasing. Instead of trying to reproduce an idea in its entirety as expressed by the author, we try to express the main idea(s) without including details from the original.

Using an AI-based tool can help you summarize and understand a text. It is also important to be able to extract the most important points on your own to develop your reading and critical thinking skills. If you can “tell a friend” what a text is about, this will help you remember the information and develop your paraphrasing skills. (wisc.pb.unizin.org 2024)