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Module Code: LCLM4001

Module: Academic skills

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Submitted on: 12/12/2024

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1. Introduction

The development of adequate skills has become very much relevant in today's business world as getting an employment opportunity is complex indeed. Due to the enhanced competition in the market, it is important for a person to acquire adequate attributes from the very beginning so that securing exceptional career growth can become possible. The following reflective report would try to malaise different experiences of mine along with certain skills that I have managed to develop all these years through different approaches. Moreover, denote various experiences that I had to go through to accurately describe these attributes would also in this reflective report as well.

2. Skill 1: Academic writing skill

It is the first stage in David Kolb's experiential learning cycle that helps learners gain new experiences. In the classes, I have developed my understanding of **academic writing skill**, which helps me communicate ideas concisely and clearly support the arguments convincingly and logically. In these classes, I have developed my knowledge in proofreading, planning for proper writing and improving my knowledge in referencing. Other peoples have developed their knowledge of correct grammar, punctuation, and references. In the thoughts of Li and Mak (2022, p.102712), academic writing skills are based on delivering effective communication ideas for conveying arguments convincingly. I have completed different academic writing chapters, including problem-solving, knowledge discrimination, education, learning details, and developing a scholarly community.

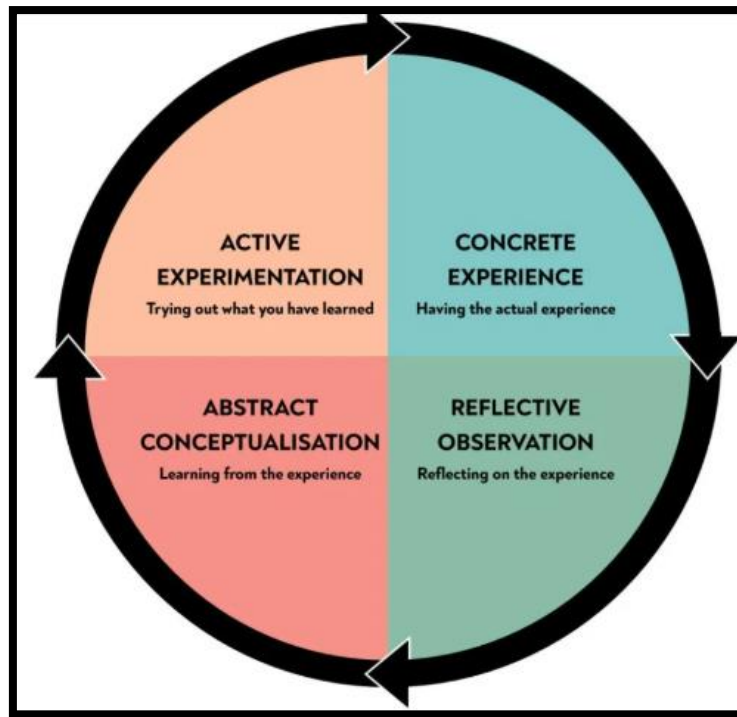


Figure 1: Overview of Kolb's model

(Source: Giray, 2023, p.2630)

My feeling was good in that session hence I developed my learning experiences in accuracy, proper research, grammar-based knowledge, sentence contractions, and spelling corrections. Before the session, I was not aware of academic knowledge and after the session, I have developed an understanding of different knowledge in academic writing. In that situation, my thinking level was moderate. In the thoughts of Giray (2023, p.2630), academic writing skills can be developed by using proper language, helping in continuous evaluations and defining the strengths and weaknesses of methods, and theories. Other writing skills that have been developed include vocabulary, grammar, structure, sentence making, and conducting proper research.

In the classes, I have not improved my understanding of paragraph development and critical thinking. I have improved different skills that have been based on spelling, grammar, planning, decision-making, research, and organisation skills for the development of the writing process. With the help of this writing skill, I have improved my knowledge of background information that helps to conduct research on particular things. As opined good writing skills help students make proper communication, and share ideas effectively and clearly.

In future, I will develop academic writing skills by focusing on ideas, finding inspiration in daily life, and writing short sentences. I will improve my writing by taking free writing exams, interviewing, researching, and diagramming. By the next 4 months, I will research basic writing principles, practice properly, and download helpful applications that will help me in future to develop this skill.

3. Skill 2: Paraphrasing skills

I have developed my knowledge in **Paraphrasing skills** which has helped me digest information and demonstrate understanding of others' words. In the thoughts of Ruslan *et al.*, (2020, p.296), paraphrasing is based on key aspects of academic writing that help me to avoid plagiarism and deliver a better understanding for writing purposes. I have defined, and paraphrased paragraphs in effective ways for defining feelings and thoughts and helped people to share ideas. One of the major advantages of paraphrasing is based on avoiding plagiarism and helps students to restate other's ideas into their own words by changing the original meaning.

From the classes, I have defined that there are four types of paraphrasing skills, including adaption of tone, rewriting texts, expanding clarity and considering focus. There are different qualities of paraphrasing including using the same length of words, including all types of important details, and focusing on the development of the reference lists. Paraphrasing skills have helped me to develop my understanding, helped me to avoid plagiarism in assignments, control quoting, and solve credibility issues. In these classes, I have defined that proper paraphrasing skills have helped me to summarise the key points, using quotation marks for phrases taken from sources, and including appropriate citations.

I want to improve this skill by recording the source details for an easy citation process and I have to make a comparison between my paraphrasing contents and original contents, which need to be based on the same meaning. Paraphrasing skills are important for defining and developing an understanding of the sources and writing in your own words (Yahia and Egbert, 2023, p.330).

In future, to develop this skill I will develop my understanding regarding effective sources, delivering alternatives by using direct quotes and paraphrasing. I will improve my summarising and paraphrasing skills by making notes, writing all the information as a summary, checking out my work and getting general ideas from the original contents. In the next 2 months, I will join in the practices of active listening and paraphrasing in day-to-day basic that will improve my stimulated skills sessions. There

are three major stages for efficient paraphrasing those are based on developing an understanding of the source materials, citing sources and rewriting in own words (Rossi, 2022, p.420).

4. Skill 3: Paragraph writing skills

This stage has been defined as learners developing learners' experiences and connecting different materials, defining open mind-sets, feelings, and adaptability for changes. I have improved my understanding of **paragraph writing skills**, which has helped me to make well-structured essays, written material, and reports. By developing an understanding of paragraph writing, I have improved my thoughts in an effective and clear way. The writing skills have helped learners compose essays, demonstrate students understanding regarding a specific subject, writing research papers and assignments.

My experience was good in the time of learning these skills in classes, this skill has helped me to deliver support, proper explanations and substantiate for handling arguments. I have understood that paragraph writing has been based on various factors, including starting with a topic sentence, delivering proper support for sharing ideas, and handling consistent flows. Proper education is needed for developing paragraph writing those are helping teachers to teach important morals, controlling ethics, and focusing on spreading good manners.

Paragraph writing skills can be developed by finding out a proper topic and collecting information based on the selected topic. I have followed different stages for the paragraph development, which are based on narration, definition, exposition, descriptions, persuasion, and process analysis for the paragraph development purposes.

I will improve paragraph writing skills by delivering complete paragraph ideas, delivering a proper conclusion giving proper examples delivering proper guidance for topic-related ideas and creating a proper topic sentence. Paragraph development has been stated with the formulations of the controlling ideas that help in direct paragraph development, controlling ideas that help to get ideas regarding topic sentences.

5. Conclusion

The development of an effective skillset can prove to entail for a person in developing adequate professionalism in the corporate world. This makes a person different from the rest as far as getting a better employment opportunity is concerned. For this, it is relevant for a person to look for a better skill development approach since the

academic days so that securing a better career height can eventually become possible. This entire report has portrayed different skills of mine such as *academic writing, paraphrasing skills and paragraph writing abilities*, which I have developed all these years. Moreover, the potential use of skill attributes has also been included in this report as well for further clarification purposes.

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