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This report is for academic writing. Report on 3 topics picked.

Reflective report on note-taking skills, reflection skills and research skills

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Section 1: Introduction

The aim of this report is to cover key methods and strategies of note-taking skills, reflection skills and research skills. We will be analysing how this is benefited in academic work to higher our intellectual growth, illustrating the importance of learning each skill. We will examine each topic in detail demonstrating how to use each method.

Section 2: Reflective skills.

Reflective thinking involves the ability of analyse and evaluate a situation thought or action. In class we often participated in group discussions to reflect and gain other perspectives on a topic. Thinking critically focusing on your thought experience's as well as my own person learning journey, moreover reflective skills have really helped me to identify my strengths and weaknesses dur in class improving my academic work. This has helped me in my assignments that require me to use reflective thinking skills as well as reflective writing skills. For example, examining an article as the learner I would have to use my reflective skills to analyse this information and separate the key revertant information.

Gibbs' reflective cycle was made in (1998) as cited in jasper (2013) shows that when practicing using the reflective questions in reflective skills it is consider providing suture, this involves 6 stages allowing you to critically engage with your own personal experience. In class we used this in a activity practicing the 6 stages. See examples of Gibbs reflective cycle below.

Firstly, beginning the description, this is to describe in detail what happened and when moreover, the important to only note down the facts and avoid giving your opinion. Secondly, feelings and thoughts to jot down how you were feeling at this moment in time dur in the situation and what are your own person thoughts.

Evaluation, this is based on good and bad experiences to simply evaluate a situation what could have been done differently and what has gone well. This allows you to evaluate on a deeper level.

I have learned that analysis is one of the most important parts of reflection, considering that analysis can also lead to synthesis calculating relevant information in a more meaningful way. Being able to make sense of a situation more in depth understanding the dynamics and exploring on deeper level of understanding. The last stage is conclusion, summarizing what has been learned and what could have been done differently in my own personal perspective. Lastly action for plan this is to show what appropriate changes might have been made to higher the knowledge or skills of a specific situation or topic.

Reflective skills to me as the learner I understood the theoretical concept and learnt to apply them to real world scenarios. research show that according to moon, j (skills you need) *“reflective practice bridges the gap between theory and practical application”*.

Section 3: Research skills.

Research skills are highly important for finding relevant information by exploring and analysing in my personal work. I have learned that when researching information, it has been highly time saving moreover, this allows me to spend more time on my work when writing about a topic or performing a presentation. Its key to gather sources and insights that contain relevant information for research.

A key strategy we used in finding information in academic skills for research in our classes was “CRAAP” test this has been highly useful to distinguish what is factual and trust worthily. We will explore this in more detail below.

“CRAAP” stands for Currency, Relevance, Authority, Accuracy, and Purpose.

Currency contains you to look at ‘Currency’ which involves you to research the timeliness of information by doing this looking at when the evidence was published or posted is key in finding when relevant information has been updated to your benefit.

Finding out the relevance of information as well importance when researching information, exploring how appropriate a source may be for my report for example exploring different relevant sources before deciding which is most appropriate to my work.

‘Authority’ is based on source of information moreover exploring if all publishers are qualified to write on a topic looking in depth on where information has been found. It has been most helpful in my academic work when looking up on information online to check websites URL to ensure any information being used is factual to my work and research. It has been most effective in checking the ‘Accuracy’ in information being supported to ensure if this is factual or based on personal references.

The last strategy of 'CRAAP' is to look at the evidence and "Purpose". Exploring if the information is related to your topic or work as well as the audience you are proposing this to. Ensuring this information isn't there to persuade you or sell you something and is based on information on a topic backed up with clear evidence.

Section 4: Note taking skills.

When taking notes, it is crucial to pick up and highlight the main important key points. For example, using the spider gram graft during lectures and reading moreover this creates a clear and easy way to reflect on important information on previous work. To note down Key words references and main topics makes it more relevant when looking back on previous work.

Paying attention during lectures as well as discussions is key for note taking. Focusing on key information facts and points to jot down. Using spider gram also known as mind mapping grafts in my lectures as a structured format for note taking helped me to organise my work in a more structured way.

Cornell method is also a popular way of note taking in academic work in which I practiced this in my classes in academic skills, this involves dividing your page into sections for headings, key points and summaries. Note taking contains focusing on key information and not transcribing everything, this has been extremely time saving for gathering information in important lectures.

Using strategies as explained above has really helped me when looking back on previous work. According to Williamson, p 3 (2021) *"consider methods like the Cornell methods, where you divide your page into sections for headings key points and summaries"* can be great for looking back on work.

Maintaining my attention taking regular breaks and summing up each section. Capturing my thoughts can provide a clear record of my thought processes. I also took notes of questions that I didn't understand or needed more revision on this helped in stimulating my mind to find answers and remind me to look up at a later time.

According to Edu, I. (2024) *"your brain responds positively to visual stimulation during note taking". as evidence shows this has been a very effective method for note taking in my work.*

Highlighting key points in note taking using colour codes to indicate information. According to Leo. Cw (2023) *"studies have shown that using colours in notes can significantly improve memory performance" by using this note taking method.*

Section 5: Summary

In conclusion the key benefits when adopting reflective skills, research skills and note-taking skills are to empower your work as well as everyday life. Notetaking skills are condensing information in your own words to recite later moreover, research skills are critical analysis when researching you should consider the relevance of information being provided, lastly reflection skills which is a more personal insight which I have used in both academic work and personal experience.

Section 6:References

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