

Task 3: Reflective Report

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Whilst studying this module I have developed my academic skills in many ways which will be extremely useful to me in the future. Learning skills such as referencing, researching and paragraph writing helped me gain a great amount of knowledge which will also help me when working at a job

Early on when starting this module, we learnt how to reference correctly, using Harvard style, and we also learnt diverse ways to do it as well. Harvard is a commonly used method of referencing which uses the Author-Date system (Harvard, H.D.I., 2011). Referencing correctly whilst writing academically is extremely important as it helps you to avoid plagiarism. Plagiarism is something which could potentially void your whole line of work. In addition to this, referencing correctly helps a reader easily find the sources you have used.

Initially I had nervous feelings towards referencing as it is something I had struggled to understand in the past and I have found it very confusing at times, however the more I practiced it the more I got better at it. In some parts I was still struggled with some areas such as knowing the difference between referencing things like a book or a website however during lectures we watched a lot of videos and carried out activities which aided us to have more of an understanding. One activity which helped me was when our tutor got us to choose a book on the UWTSD library site and reference a part of it. This was helpful as it gave me hands-on experience due to me being practical with it. To add to this, we were also informed about the 'Cite them right essential referencing guide' which contained useful information about Harvard referencing. Many people in my class also felt the same way towards referencing due to it sometimes being a perplex topic however as time went on many people started to get the hang of it

Another academic skill I have developed most recently is my research skills. Researching skills are important as it allows you to find out where relevant and reputable information is available. We began studying research skills in week 3 and I learnt that useful information can be found in our UWTSD library and also through Google scholar. Other types of sources which can be used are Online Media, Business Magazines and Personal/Company Blogs. Furthermore I also learnt that Wikipedia and Youtube sources can be unreliable due to information being able to be edited by anyone and not peer-reviewed or verified (Bould et al., 2014).

I felt confident when learning about research skills as it is one of my strong points and something that I'm good at. I also felt confident with this as it was made clear where and how we should find information which simplified it for me. To evaluate, I had a great experience learning research skills as it allowed me to expand my knowledge in ways I can find new information.

One way I expanded my knowledge was when I learned about the 'CRAAP Test' developed by Blakeslee (2004) which is a list of questions to help you evaluate the information you find. It consists of currency, relevance, authority, accuracy and purpose. We put the CRAAP Test into practice in an in-class activity by using it to find relevant information from the UWTSD Library or Google about 'the most effective way to motivate staff' which helped me further develop more research skills

The main thing that helped me when learning about research skills was the activities we did during our lectures. It is found that students find it difficult to evaluate credibility without a guideline as they don't have a direction in which to do so (Esparrago-Kalidas, A.J., 2021) so by being introduced to something like the CRAAP Test it gave me clarity in how to select the right information. Looking back on this, I have learnt how to identify relevant information and where not to look for information which has given me useful insight that can help me in the future

Finally, this module has helped me develop the skill of paragraph writing. A paragraph is a group of sentences about a single topic which explains a writer's main idea about a particular subject. When studying paragraph writing we started off with an activity where we had to analyse a paragraph about why you should travel to Switzerland and information about what activities can be done there and what languages are also spoken in the country. In this activity we had to identify what the topic of the paragraph was, the main idea of the topic and what ideas help explain the main idea. In addition to this, we studied how to organise a paragraph in a proper manner and identified that a paragraph has three basic parts which are the topic sentence, supporting sentences and the concluding sentence (Yunhadi, W., 2016). The topic sentence tells the reader the main idea. Supporting sentences give specific detail linked to the main idea and the concluding sentence summarises the main idea of the paragraph

When beginning to learn about paragraph writing I was alarmed by the number of things I was not aware of which was a shock to me as I initially was confident in my writing skills. To help me with this I did some extra work in my own time to analyse different paragraphs and writing I see online so I could gain more knowledge and insight as to how other people write and structure their paragraphs. To evaluate on this, I initially found paragraph writing challenging but as I practiced more and more on it I started to get the hang of it which allowed me to write more in-depth paragraphs which are structured correctly

Writing a paragraph is the most difficult academic activity and much more is required from it compared to any other activity when it comes to writing (Wali, O. and Madani, A.Q., 2020). Gaining the skill of proficient paragraph writing will allow you to write things such as a cover letter, academic essay, thesis or dissertation at a much higher level which can ultimately allow you to gain more opportunities in the future in fields such as the corporate world

To conclude by carrying out activities i gained key knowledge in how to write and structure paragraphs. I've also gained understanding as to how important the skill of writing paragraphs is since when this skill is utilised it can easily give you the upper hand when walking into a cooperate environment

Reference List

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