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Introduction

With this assignment we can learn much more about the most important parts of what we have learned during the semester in more detail! Paraphrasing, summarizing, and formatting a cover letter are skills I least understand. For these three parts, I re-studied the lectures from the study material, did my own research on even more, developing this report in a foreign language, this is a particularly important detail. The only way to master them is through practice. When it comes to academic writing, I want to be bold and confident. Paraphrasing, summarizing, and writing a cover letter are just some of the skills I will work on.

Paraphrasing, summarizing, and writing a cover letter are just some of the skills I will work on. I will also evaluate my understanding and what I have learned in class and make a plan on how to improve my skills. If I use a reflective circle Driscoll, it will reflect the most current problem.

1. Paraphrasing

1.1. Description of paraphrasing

Using simple language and an easier-to-understand dictionary, when paraphrasing I have to write an academic paper in which to present ideas, give definitions or analyze a critically considered problem. I avoid translation from another language in favor of a clear explanation that people with limited knowledge can understand or adapt to another culture (Joseph Rowe Webster, 2020). Both a quotation from the original source and paraphrasing can preserve important concepts. To be complete, it must include all the basic concepts. To do this, you must use your own language to translate terms from another source. Although the original text is preserved, it may not be in the exact language in which it was written. Many strategies turn into a successful paraphrase: the goal is to reformulate the details in my own words, not to rewrite the author's words and point to them as ours. There should be no personal opinions in the paraphrase; instead, it must represent rational thoughts or opinions about the original source (Miller, 2018). The thoughts and tone of the object are reflected in a paraphrase.

1.2. Paraphrasing analysis

When an individual reuses large, similar, or almost identical works without realizing it or without quoting the original work "self-plagiarism". In addition, copyright issues can be resolved if the copyright of the previous procedure has been transferred to a third party. For example, if I quote an article by an author whose author was quoted by the Prime Minister during an interview with the BBC. As a result, anyone who claims that a report, such as a publication or an authentic document, contains original content is self-plagiarizing. For example, newspapers and essays covering issues of general interest do not fall into the category of "texts of general interest".

Researchers who use self-plagiarism of origin will also write copyrighted parts of other authors' works and use them in subsequent publications, without mentioning the previous publication. Because limited use of products is recognized both by law (as private use) and by ethics, it can be difficult to identify self-plagiarism (Swales and Feak, 2019) . Even those who oppose copyright and intellectual property do not believe that plagiarism is a real possibility in today's world. Self-plagiarism is often used as an excuse by those who oppose the concept of plagiarism or who claim copyright for themselves. Paraphrasing is a powerful tool for retelling or synthesizing someone else's thoughts.

1.3. Proposed actions following Paraphrasing

To improve my paraphrasing skills, I will appreciate what they mean for writing academic work.

Without using direct quotes, paraphrasing is a great way to incorporate other people's feelings into my work. My thoughts can be reinforced with the help of paraphrases. When paraphrasing, it is important to convey the ideas of the original author in my own words. I also need to make sure that the quote is transmitted correctly to the reader after paraphrasing it.

My notes can be very detailed. My notes will be summed up in paraphrase. I can express the same idea in different ways using the periphrasis. As a result, much of the work is written in my language. As a result, I do not intend to use so many quotes to avoid plagiarism.

Sometimes I have to go back and read the quote again that I would like to use. Before I can paraphrase a quote, I need to fully understand it. When I paraphrase something, I will often read it several times before writing it down.

You need to learn the following steps; you need to read the original text.

I have to distinguish between the main idea or concept because it explains what is said and the secondary idea or concept because it provides a context that complements what is said. This means that the document cannot be understood if it lacks the key concept.

Instead of using the original terminology, I want to learn to use a new one that includes a new dictionary. The estimated number of terms must also be kept in the original document.

Use quotation marks when quoting descriptive sentences or terms related to the original sentence.

Learn to maintain the tone of the original text.

I can ask someone else to read the text I paraphrased and the original quote. Therefore, I can appreciate their comments on how well my paraphrase captures the author's ideas in his own words. A paraphrased style guide that uses the author's name may make me omit his name in a quote.

2. Summarising

2.1. Summarising description

Usually, the summary in an academic paper is, the description is an abbreviated version of the original document. Depending on the length of the abridged work, the abstracts may vary from one to several paragraphs. (John Irving Tait, 2017)

Summaries could be developed in different contexts. As an example, I would prefer to propose a complex concept rather than summarize the highlights of an incident or letter.

It is possible to provide a brief summary of the information to be provided. Deviation from the main point of view when summarizing can become difficult to understand for content, and this is another challenge for me. Citing yourself as a source is not acceptable. The summary of an essay or research article should always include a reference to the source in the text. (I., Riznar, 2018)

My own vocabulary should be used as much as possible when compiling summaries if I am going to use my own thoughts. As for names and locations, I can't help but use them. However, I have to formulate the key points of the source in my own words. Some random quotes would be nice. The summaries are long. These are complete sentences.

2.2. Analysis of Summarising

Scientific writing relies heavily on generalization. With this tool I can rewrite key points from academic using abbreviated style. When I make notes or research for an article, these opportunities can be extremely useful to me. The ability to express myself clearly and specifically in writing shows that I have fully interpreted the document I am summarizing. Scientific texts usually contain longer sentences but there are exceptions. They can be very long and consist of many different parts. It is therefore necessary to remove unnecessary material from each paragraph when writing a description that may unnecessarily complicate summarising.

In turn, summarizing provides an overview of the whole topic or argument. An entire study or discussion report can be summarized, for example, in one paragraph or in a series of points, with its own language and design.

Because the original content is lengthy or to highlight important details, people summarize. To simplify complex statements, syntax, and vocabulary, summaries leave facts or explanations that can distract the reader from the most important information and hide the most relevant information (Muldoon and New, 2020).

Proper paraphrasing and summarizing will save time, improve the reader's understanding, and give credibility to the work.

2.3. Proposed actions following Summarising

It has always seemed very simple to me to highlight key points and concepts in academic work but when summarizing it turns out to be much more complicated to do correctly. I need to go back to writing my outline and see exactly what is important to include in summarizing. I'd rather do that than take notes because it's faster and easier for me. The study should be supplemented by a more in-depth method.

A convenient way for me to write summarizing is to keep short notes on sticky notes that stick out of the book I used. They help me find pages and exact quotes more easily. I also often write notes in the white margins of the pages themselves.

It is common for people to make notes in the margins of a book. So I never forget where I think is the most interesting part of the story. My research and description can be combined by highlighting the text of the book and writing a brief analysis in this area.

As soon as I finish reading the document and reflect on it or highlight important parts of it, I can begin the writing phase of summarizing. I organize my thoughts before I start writing, making a short plan of what I will include. I use it as a skeleton for my summarizing. It requires the use of an outline, as there are several sections that must be followed.

3. Writing a cover letter

3.1. Description of the cover letter

When I apply for a new job, I send a cover letter along with my resume. I have always considered it unnecessary to write such and I have belittled it. Now I have learned that it is the cover letter that gives me the opportunity to sell my personal brand, to present myself and to stand out from my competitors. I realized that if I am applying for a job, the cover letter is crucial as it allows you to make it clear to the interviewer that I am the best candidate for this position. So now I have the question of how I can write a good cover letter for the job I am applying for.

3.2. Analysis of the purpose of the cover letter

My interest in potential employers will be emphasized by sending them my CV with a much stronger position if I include a good cover letter asking them to review my CV.

The application letter has much more than it seems at first glance. Despite its predictable form and content, the letter is seen as a major advantage. What it gives me is the opportunity to sell more convincingly.

For example, using a standard letter with a dot instead of the company name and position, the candidate makes it clear to the potential employer that he is like everyone else in the job market.

3.3. Suggested actions after writing a cover letter (Now what?)

I have to learn how to write excellent cover letters because this is the way to strengthen my candidacy given the strong competition I face. It is very important that the cover letter is not duplicated with the CV, that it is not too short or too long.

In general, the shorter these documents, the better they are accepted by recruiters. In most cases, the cover letter is limited to three to five short lines and does not exceed one A4 page.

To avoid spam filters, I can insert the motivational text into the body of the email rather than as an attachment.

It is not necessary to include a cover letter in the application, unless otherwise stated in the advertisement.

It is imperative that I include something that will be attractive to the potential employer and invite me for an interview, because my statement sounds challenging and appealing. Example: If you've ever imagined hiring someone to increase your sales by 2 percent in four months, you may stop looking because you've just found the right person.

Conclusion

In conclusion, I can say that the three considered techniques are very close, closely related to each other and extremely important when they are in my native language. They become even more important when they have to practice in a foreign language.

Paraphrasing should preserve all the important ideas from the original source, not just parts of it. It is important to accurately present the original author's ideas in my own words. After paraphrasing the quote, make sure I pass it on to the reader correctly.

The abstract is an abbreviated version of the original text, usually a full article or book. Summaries are used in different situations. It is good to include a quote in the text to recognize the original source. Citing your opinion would not be a summary of this source. If you have to use opinions, I have to use my own words when writing summaries.

Summarizing is a way to write a summary, but it's not the most effective way to do it. The summary gives readers some plot points and interprets them in a broader context. It is better to write a small part of the summary and check it before moving on. Highlighting important story points, ideas and characters will allow you to go back and easily see what is important.

Cover letter is an amazing way to stand out from my competitors when it comes to presenting yourself to a potential employer, now I have learned that it is the cover letter that gives me the opportunity to show higher professionalism and academic skills when I apply for a better position.

Improving and perfecting these 3 elements of academic writing is done with a lot of practice and a lot of writing.

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