

Report Title: Reflective Report.

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This report is about my experience studying on an Academic Skills course in June 2024, at university of Wales trinity saint David in London (Canary Wharf). We have learned during this term, three reflective models. Gibbs reflective cycle (1988), Kolb's experiential learning cycle (1984), Driscoll's model (1970s developed 1994,2000). To help me discuss this, I will use Gibbs cycle (1988). I will use this because it helps me to make my report and understand how my learning has developed and stretched during this academic year. I will discuss three main topics during my report. Note-taking, Paraphrasing and Summarising methods. To make this report I have researched using my notes from class work, slides on academic skills Moodle and from the lecturer, also I have taken photographs of my work in progress and I also read the Study skills handbook Stella Cottrell. Fifth edition; 2019; Red Globe press to justify my report.

2. Report

2.1 Note Taking

Description

week 2, we learned about Note-taking skills. These included linear, diagrammatic/spider gram, tabular and Cornell methods. (see appendix 1).

act of taking According to McPherson, Note taking is a strategy for making information meaningful, the in note is more important that the result. (MCPherson,2018, p6).

The handbook emphasizes actives learning of Stella Cottrell encouraging students to take responsibility for their own education by developing personalized study techniques. (Cottrell,2019).

In that particular time, I had listened the video conversation in class about personal motivation. The psychology of motivation and procrastination (BBC,2019). For example, Linear note taking is useful in lectures.

Feelings

especially English is not my first language, I found these steps easy to follow and give a positive experience about my new skills. However, some of the sources were difficult to follow, e.g. the podcast (BBC).

Evaluation.

By using diagrammatic note taking method I was able to mind map what the lecturer is talking about, and apply this method in all circumstances. This was a good experience for me.

Analysis

My difficulty with the audio was that, the speakers were talking very quickly and with technical terms.

But this was a positive experience for me because the subject stretched my understanding and knowledge.

Note taking is valuable because it helps me remember when revising or write a report. As my work memory (WM) has lower capacity.

Conclusion

Several factors determine if note taking is effective. How fast information is presented and organized. It was extremely helpful. I have used these techniques/methods in my academic skills and Digital Skills courses.

Action.

To understand these techniques, I will practise linear note taking method, tabular note taking method, diagrammatic note taking method and finally Cornell note taking method.

I will be able to use these skills in my next classes next term, and look forward at the notes where I can improve my skills.

2.2. Paraphrasing

Description.

Paraphrasing is writing the ideas of another person in your own words.

When paraphrasing, you need to change the words and the structure but keep the meaning the same. I have practised in class 4 steps, these are

The first one is underlining key words and phrases.

The second one is finding synonyms.

Third one is finding possible changes to word order.

Fourth one is finding changes to word class

I used the text of Suzuki, David T. and Boyd, David R. David Suzuki Green Guide. Vancouver: Greystone books 2008.125 about jobs opportunities in Canada as practise.

In order to understand and practise these 4 steps, I had used the text we are studied in class: examples of bad communication at work 'by Zach Lazzari (2019). (see appendix 2).

According to Lazzari (2019) to run a good business, you need to develop a super communication skill within an organization.

Stella Cottrell quote, evaluating evidence carefully is central to the process of critical thinking as it allows individuals to make informed decisions about their beliefs (Cottrell,2019).

Feelings.

I found these steps easy to follow. As it gives a positive experience on my new skills.

Evaluation.

By following these steps when paraphrasing, I was able to mind map and understand it in the quicker way. This was a good experience for me during my academic skills.

Analysis.

This was a positive experience for me because it stretched my knowledge. For example, when paraphrasing someone work you must acknowledge it by providing a reference. Which is part of academic writing.

Conclusion.

That was extremely helpful, I will be able to use these techniques and methods in my academic skills as well as digital skills.

Action.

I will be able to use these skills in the next term and I will revise again the hole slides to practise it in my university journey.

Description

In week 6, we studied summarising methods part of our academic skills, which is simply to identify the most important information from a text. In order to do that You should;

Follow the step-by-step guide which is firstly, by reading the original text carefully and check any difficulty vocabulary and make sure that you understand the contents and the author argument.

Secondly by writing and selecting key point or underlining or highlighting the original text.

Thirdly by checking and making note of the key points, or paraphrased where possible.

You should also revise if your text is too close to the source text, considering quoting certain passages.

And finally check the summary to ensure it is readable, accurate by given references.

Meanwhile in class, we read the text about bad communication at work written by Zach Lazzari (2019).

We had tried to summarised the hole text ideas using about 150 -175 words.

Also, we read in class the text about a major health crisis in UK due to the high rates of obesity in 2018-19(NHS,2020) as practise. (See appendix).

Feelings

I felt interested when practising some techniques, specially reorganising the structure and summarising to ensure it is readable. But I found it more complex to spot it quickly.

Evaluation.

Although this was good experience, but I think it was useful for me to learn and practise it in different texts. It was an excellent tool.

ANALYSIS

This was a good practise specially it shows how well you understand the text and also what the vocabulary, grammar are about (meaning).

Conclusion.

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The experience of summarising in this academic year 2024 is vital and very helpful.as it will be use as the basic knowledge in term of writing a report also during some presentation.

Action

I will use these tools in real life and further study in my university adventure.

3.conclusion

This first term of my academic year, learning note taking, paraphrasing, summarising as methods, has created big impact in my study skills. Using different techniques especially diagrammatic or spider gram has sharpened my knowledge. Also paraphrasing as well as summarising using different steps boosted my desire to further my study in next two terms. Using Gibbs cycle (1988) has helped me to write this report. The model is label as follow; description-feelings-evaluation-analysis-conclusion-action plan.

As a student in this university, I must use these skills as the foundation of my future learning skills and also in the professional field and work places.

According to Stella Cottrell, university students are those who are very focus, resilient and determined to succeed, and plan how they will do it. Students who do best at university are those who keep their plans in perspectives. In success as a student: what lecturer say, Cottrell (2019).

BBC (2019) *The psychology of Motivation and procrastination*[podcast]

Available at: <https://www.bbc.co.uk/sounds/play/m0005t4x> (Accessed 18.06.2024)

Cottrell, S (2019) *The study skills handbook* (5th ed.). Red Globe Press.

Driscoll's (1994):

https://www.nottingham.ac.uk/nmp/sonet/rlos/placs/critical_reflection/models/driscoll_cycle.html

Gibbs, G. (1988) *learning by doing: a guide to teaching and learning methods*.

[London]: FEU

Kolb's (1984) *Experiential Learning*

http://cei.ust.hk/files/public/simplypsychology_kolb_learning_styles.pdf

Lazzari (2019) *Examples of bad communication at Work*

<https://smallbusiness.chron.com/bad-communication-work-24256.html>.

McPherson, F (2018) *Effective Notetaking* Wellington: Wayz Press

NHS (2020) *Statistics on obesity, physical activity and diet, England*. National Health Service.

Available at: [URL if available (Accessed): [23/07/24]].

Weeks 4.

What is Paraphrasing?

Paraphrasing is writing the ideas of another person in your own words.

the work of others

Paraphrasing writing

Paraphrasing

Those who copy
to run a
business
According to
Lazear (2019)
are types of bad communication that produced bad impact on the co-workers
but also on customer consumers.

The blame game, failing to listen / Person's aggressive and intimidation tactics
are types of bad communication that produced bad impact on the co-workers
but also on customer consumers.

Business and co-workers need to prioritize good communication in order to prevent
damaged relationships and discomfort.

Lazear (2019)

Paraphrasing:

According to Lazear (2019) To run a good business & good customer relationship,
we need to develop a super communication skills ~~that~~ within an organization.

The blame game, failing to listen, possible aggressive and intimidation tactics
are types of bad communication that produced negative impact on co-workers
and on final consumer.

Business and co-workers need to prioritize good communication in order to prevent
damaged relationships and discomfort.

Is Pay Transparency Good?

Zoë Cullen

The well-known case of Lilly Ledbetter suggests that information about the pay of coworkers can empower low earners to stand up to pay discrimination. In 1998, Ledbetter received a covert message from a male colleague sharing his salary and alerting her to the differences in the paychecks that she had received compared to 15 other all-male “area managers” at the same company, with similar experience and doing the same work. She used this information to press legal charges against her employer for unfair compensation. Her case became the basis for the 2009 Lilly Ledbetter Fair Pay Act, which removed the statute of limitation for pay discrimination lawsuits (Phillips 2009).

It is tempting to infer from this case that greater transparency in salaries would help more disadvantaged workers to negotiate for higher pay. That reasoning has supported the passage of many pay transparency mandates (European Commission 2017; Obama 2014). The public discussion around Ledbetter’s high-profile case, however, reflects narrow thinking about the impact of pay transparency. Such reasoning ignores how employers respond to greater transparency by changing their hiring and pay strategies. It also ignores outcomes beyond pay gaps, like productivity and wage levels. Plus, the case focuses on only one kind of pay transparency, transparency between peers doing the same work. But what happens when the pay of the boss or boss’s boss becomes transparent, when pay information circulates beyond a single business to workers in competing businesses, or when the hiring manager who sets the wage learns about other wages being offered to a candidate?

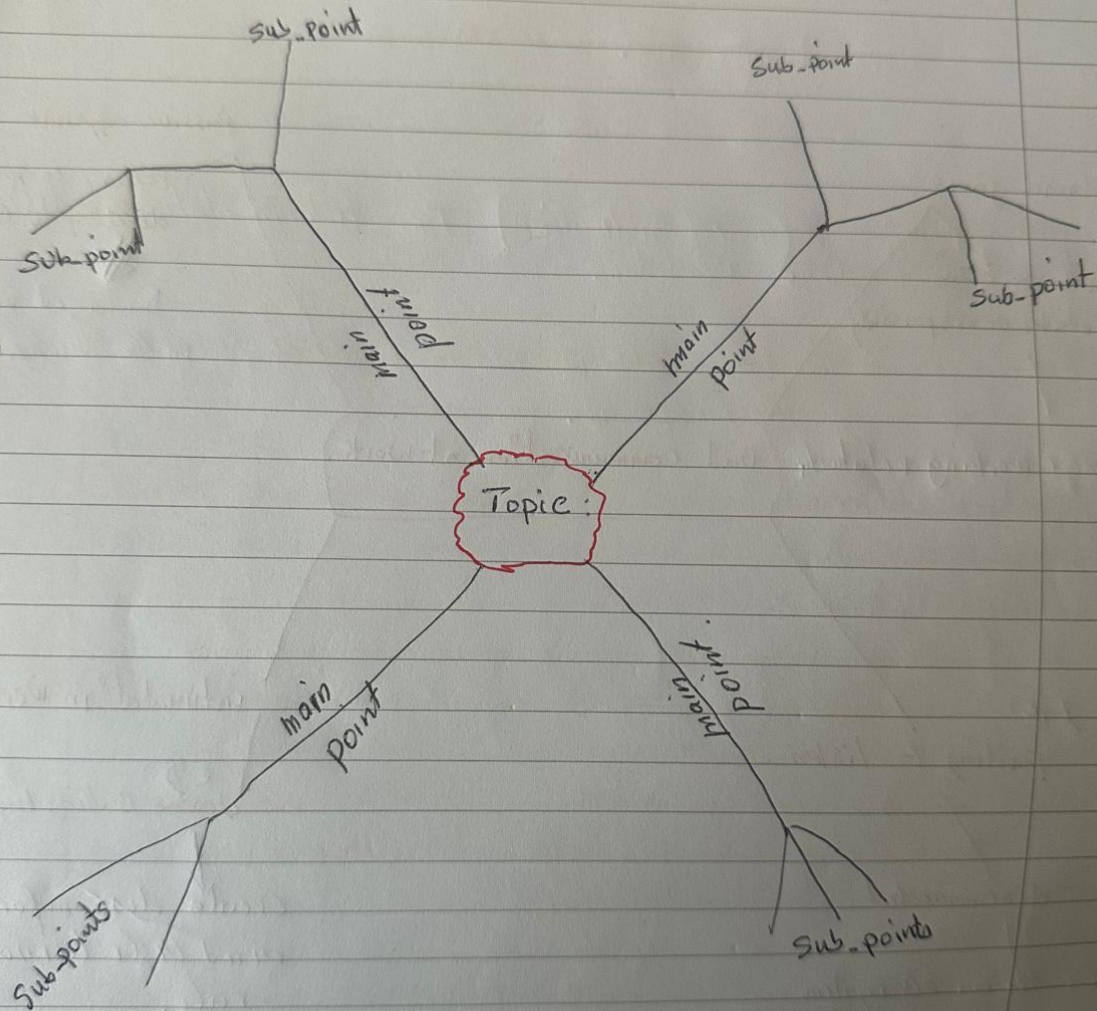
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For supplementary materials such as appendices, datasets, and author disclosure statements, see the article page at <https://doi.org/10.1257/jep.38.1.153>.

Cullen, Z (2004) ‘Is Pay Transparency Good?’ *Journal of Economic Perspectives* 38 (1), pp. 153–180.
Available at https://www.aeaweb.org/full_issue.php?doi=10.1257/jep.38.1#page=155
[Accessed: 25 February 2024]

Weeks 2. NOTE TAKING

Different kinds of note - Diagram.



Week 3. Cornell note-taking method.

Cue Column	Notes Column
make sense of your notes.	Raw note from lecture.
- Connect - main ideas - Concepts - Vocabulary	- Concise sentences - Shorthand symbols - Abbreviations - Lists
Summary for reference when reviewing and reciting material.	

Week 3. Tabular note taking method.

and reciting material.

Week 3. Tabular note taking method.

Key researches	Biological	families	cultures
Causes			
Evidence			
Weakness			



Summary

for reference when
and reciting material.

Week 3.

Tabular note taking method.

Key researches	Biological	families	cu
Causes			
Evidence			
Weakness			

Weeks B: Linear note taking method.

lecture: Corpus linguistics and language Teaching

example Academic word list (AWL).

Devd. by Coxhead (200) for her MA dissertation (check article in Tesol Quarterly)

includes 570 word families: eg. economy, economics, economic)

10 sublists, all words are academic (eg. analyse, concept, data).

Corpus of 3.5 m in etc texts was analysed,
then 570 word families were selected for inclusion

Weeks B: Linear note taking method.

lecture: Corpus linguistics and language Teaching

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