

REFLECTIVE REPORT

MODULE: ACADEMIC SKILL

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1.Introduction

Academic skills are a range of approaches to learning that improve the ability to study and allow to retain and recall information with ease. First time when I start this module I had no idea about what I will learn. It was so struggling to understand of what is about but after teacher explained it became much easier. I will discuss about 3 academic skills learned in class. First one is academic writing, second one is note-taking and last one is about research.

Academic writing:

My focus was more or less on how to arrange the arguments, put forward in a more orderly manner and how rigid i am expected to be concerning the rules that define academic writing. I was uncomfortable when it came to the writing of this research paper and the peer review because this was going to involve receiving unpleasant comments and writing without adhering to standard norms.

The process of going through peer review truly helped in the sharpening of my writing skills. To give constructive feedback, peers pointed out issues that could be improved on, for example refining the thesis statement and/or arguments. Under the guidelines relating to Academic Integrity I had to participate in citation and referencing workshops which greatly enhanced the validity of the work (Joyce and Boyle, 2020).

I can now write papers that are well-argued, and clear, and academic writing that is of high standards has been enhanced. The gaining of confidence and competence in writing from the repetitious process of writing drafts and receiving feedback.

Note-taking:

Various ways of note-taking were discussed, they include the Cornell Method, mind mapping, tabular note taking and linear notes. These methods were administered during lectures so that they maximize the efficiency of recording and categorizing information. I was used to take linear notes since high school.

Indeed, what was challenging was the decision-making process regarding which method should be employed to solve the problem and the process of applying the chosen method on the available notes. Studying with notes I was perplexed about which way of note creation would be the most effective for me so getting lost and frustrated when it seemed that previous attempts would not help at all ineffective studying (Cottrell, 2024)

The method referred to as the Cornell Method was especially efficient in terms of categorizing lecture notes. Its well-organized approach by splitting the notes into key points, detailed notes and summary made an easier way of revision. It also helped me to use mind mapping in visualizing complex relationships between different ideas which in turn helped in the comprehension as well as info retention.

Active listening and selecting what information should be taken not only enhanced my ability to take notes but also made it easier to organise the information. In note-taking and organisation as well as in studying or exam preparation, the Cornell Method assisted in sorting out notes and reviewing notes systematically. I was able to align concepts using mind maps and it makes a lot of sense as it visualizes things and makes me understand and memorize better.

The use of different approaches towards the notes has enhanced me, in a way of capturing information and organizing them. They have all benefited my study skills and academic achievement in some way this improvement has not been an exception.

Research:

The module also aimed at skills within the conduct of a literature search, research databases as well as evaluating sources through Google scholar, Cite Them Right and many more.

Among the assignments derived from the practices was to complete the writing of the research proposal which was a process of the selection of the peer-reviewed articles concerned with the given research question and their critical analysis (Dergaa et al., 2023).

As for the specific aspects of the research process, the large amount of information that is accessible, as well as the part that has to be judged, gave me somewhat of a feeling of being overwhelmed. Before I got acquainted with the idea of this particular assignment, the idea of employing the academic databases and refining those too seemed quite complicated.

The most helpful was the ability to establish the usage of such academic systems as Google Scholar and Cite Them Right. These tools facilitated ease in the access of credible sources of information. These 'tactics' used when evaluating sources that included the credibility of the author as well as the content helped ensure the credibility of my work.

I've improved on the aspects of research, especially how to search for information using the university's resources and understanding how to assess which information is reliable. The elements of structured research included in the project have helped in improving the quality of my work and the quality of research that I carried out.

Conclusion:

Evaluating my experiences in this module has enlightened me on the ways that have improved my academic writing, note taking and research skills. All aspects of development have helped also in augmenting my academic improvement, regarding the quality of the work I produce, and my attitude towards academic assignments. Thus, by continuing the practice of the strategies and techniques reflected in this module, I will be able to develop these skills and succeed academically. The usage of Gibbs' Reflective Cycle approach has been beneficial in delivering structure to the enhancement of my academic skills. Most noteworthy, improvements in the ability to write such papers, take notes, and engage in research have benefited me academically. As for the future, which is the agenda of this module, I will be able to adapt the strategies and techniques used in this course to build on the skills learned in this module and excel academically.

Action plan:

To further develop my academic skills, I will do:

Academic Writing:

- Reading several subjects daily if possible, to make sure that I don't forget the skills
- Continuously asking for feedback from instructors to find out the areas that are misconducted.
- Since the style of writing changes with time, it is important to check various online resources for knowledge on the current direction in writing academically.

Note-Taking:

- Revise repeatedly as well as adjust multiple techniques of note-taking about specific types of material and circumstances.
- One must try to summarise and review notes frequently so that the learning and retaining pattern is firmly set in the mind (Xie 2020).
- Research on other technologies that can be used to boost the note-taking process.

Research:

- Perform frequent searches in academic databases and search engines to be up to date with the searching skills necessary to find the sources.
- Supervise critical evaluation methods over all the material to be used in research to make them credible and relevant.
- Familiarize with innovations in the existing and new methods and tools to constantly improve the efficiency of research.

References:

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