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Academic skills

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Introduction

In this report i will be talking about 3 Modules which i have learned in class and how it has helped me to improve my academic skills to develop further and feel more confident in my writing and speaking and preparing me for assignments or essays or any public speaking. The 3 modules that i have decided to write about are note-taking skills, Academic writing skills and paragraph skills as i think these 3 will be able to prepare me the most for my future i will also be using references which will be linked at the bottom i

will also be using the method Gibbs reflective cycle where i will describe the experience my feelings and thoughts , evaluation , analysis , conclusion and action of plan .

2.Note- taking skills

I found note-taking skills the most helpful when preparing and revising for my assignments as they let me summaries key ideas from a text which are useful in preparation for assignments. For example, of one of my favorite would be diagrammatic notes as im able to set the main point in the middle followed by links to the topics which i find the most useful as it allows me to create my own order and connections between ideas . We have also used this technique in class (Things you should know before going to university) where picked out the main ideas from the text which i found that it helped me to understand the topic more effectively it has also made me analyze the key points and rephrase them in my own words which definitely helped me more how this method works .

One more technique which i think is great for revising would be highlighting the key ideas as especially using colors (e.g., using pink for definitions , yellow for examples and green for important words as this way i always can focus on the key points i have highlighted instead of reading the whole text again and lose focus as reading a whole page of text can be boring and get easily distracted so this way of high lightening with bright colors can be really efficient and more attractive to revise .

2.1 Academic writing

This topic was one of the most interesting for me as it gave me new understandings on how to write assignments, essays and many more . In one my classes i had a certain text “plurality system of elections” and we had to discover formal style and structure , cities other sources and referencing which straight away i figured out that these are used in

academic writing , Also the advantages of using academic writing is that it can get me prepared for public speaking , interviews or any important meetings in the future , which straight away would prepare for knowing how to write academically . I also feel that academic writing builds discipline and focus especially for me as it requires patience and attention to detail which will help me stay organized which is very important when studying as you need to be able to focus on revising and preparing for your assignments to be able to get the best results and to develop further .

At first when i found out what academic writing is i thought i would need to write like an expert which got me worried as in the beginning I thought that it will be words that I've never heard of , 20 page essays and many more , but the main points on writing academically is using references , good vocabulary ,clear organization and layout which made me feel more positive and less stressful as my first thought was this is something i will never be able to do as i never wrote like an expert , so understanding that its not writing like an expert definitely made me feel more at ease and made me feel more confident in what i will be writing .

3.Paragraph skills

Paragraph skills made me feel much more confident in writing as in class i understood what a paragraph was, a group of sentences about one topic which they explain the main idea about the topic and what i struggled with the most at the begining is that each paragraph discusses a different aspect of the topic. Another point which made me more confident with paragraphs was in class when we learned the hamburger paragraph which is topic sentence , supporting sentence 1 , supporting sentence 2 , supporting sentence 3 and concluding sentence . We also had a task in class where we had to place all the correct sentences in place to create a good paragraph which i think was a fantastic way for me to learn how should a beginning of the paragraph should look like and how the end , Another very good model for paragraph structure would be PEEL :Point , evidence , evaluation and link which is also a very good starting point for beginners as it explains how the strcture of the paragraph should look like.

One more thing that i needed to revise at the beginning is that when i write my paragraph i also need to support the details that i have provided with evidence to support my topic sentence , in class we had a paragraph about Switzerland which we needed to read and the analyze the main points and find things which support the paragraph as well doing the types of tasks in class defiantly makes me more confident writing paragraphs also the more we practiced these sort of tasks in class each time i got a much better understanding which boosts my confidence straight away as i feel that by each week i was getting better as revision is key ..

4.Conclusion

To conclude i feel like these main 3 modules have stood out for me the most in a way that i really feel more confident in the way i write and be able to understand these modules that i think i never would have. I think by knowing at least of these 3 and using them in the future i would be able to grow in the future and expand with this knowledge as i think its amazing to know all of these skills as i definitely would like to be confident in all these skills and for them to prepare me for any interviews or assignments in the future.

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