

ACADEMIC SKILLS

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Introduction

Academic journey is similar to set sail on an ocean of knowledge and during this voyage, students are facing different challenges and growth opportunities and learn different invaluable skills. In this report, I will describe three such skills such as note-taking, paraphrasing and summarising skills that I have learnt from this academic module and will investigate on how by developing such skills, I will not only enhance my subject specific knowledge, but I will also be able to navigate the academic realm with proper finesse. In this reflective report, based on Gibb's 'reflective model, I will discuss what I have done during the class and what skills I have learned. Certain positive and negative aspects of such learning will also be mentioned here to make the writing critical. Further, the usefulness of such skills will be defined along with a future plan explaining how to improve such skills further.

Discussion

Gibb's reflective cycle

For a systematic completion of this reflective report, I have selected Gibb's reflective cycle that consists of six stages such as description, feelings, evaluation, analysis, conclusion, and action plan (Adeani, Febriani, and Syafryadin, 2020). This model will help me to explore my experiences in a comprehensive way and facilitate a deeper insight regarding this.

Description (Describe the process)

This module has helped me to develop three different skills which are not only beneficial to my future career, but it has also helped me to avoid different challenges during my module course. These skills are note-taking skills, paraphrasing skills and summarising skills. This module has helped me further to know different processes of these skills. Before any class, I used to have a quick glance at my study books and other subject materials and during the class, I used to write down the important points given by the faculty members. Note-taking is an effective method to retain information and it is useful to review and revise the subject properly (Salame, and Thompson, 2020).

Further, after any academic session, I used to visit library to read referral books and even searched for relevant information relating to my course subjects over the online platforms. I used to take note from such sources and this has helped me to develop another skills i.e. paraphrasing skills (Akbar, 2020). With this skill, I have learned how to express the ideas of others in my own words without changing the meaning of the article.

Another skills that I have developed is summarising skills. This skill has been developed along with the two other skills i.e. note-taking skills and paraphrasing skills. During the class, I got little time to take a detailed note on teachers' lecture. Hence, I used to point out main clauses only with all the essential details.

Feelings

During the module course, I have experienced different positive things while developing such skills. Note-taking has helped me to write down all the important facts and instances given by the faculty members. It has helped me to recall important points and later, during the tests and exams, I have used such notes to score good marks. Further, paraphrasing skill has helped me to assess different information and write such notes in my own words. By using this skill, I have been able to make my paper informative and this skill has further helped me to avoid plagiarism and I have understood the importance of making a proper reference list at the end of every discussion. With summarising skill, I have been able to identify all the important information relevant for a particular note and use the same by preserving the core ideas (Shodieva, 2023). To get a good position in the class, all the three skills have helped me a lot.

Evaluation

If evaluated all the skills, I have learned different modes and strategies to use such skills not only in my course but in my future career. While developing note-taking skills, I have learned three modes such as linear note-taking, tabular note-taking, and diagrammatic note-taking process. Linear mode helps me to take note in a traditional and systematic manner, tabular mode has helped me to organise the information into rows and columns with proper attribution and characteristics (Khan et al., 2022). Diagrammatic mode has helped me to represent an idea with visual diagrams and show how each information is related to others.

Apart from such modes, I have identified different strategies of such skills. By developing my note-taking skill, I have become an active listener and I used to focus on all the key points to have a deeper insight over the topic. Further, with regular practice, I have been able to make an efficient practice. Paraphrasing and summarising skill have been developed by following certain specific strategies. For example, before paraphrase or summarise, I gained a thorough understanding of the subject first and I learned the importance of break down complicated and lengthy ideas into small segments to know each facts. Further, I have learned how to make a sentence in my own word without changing the inner meaning of the sentence as specified by other authors (Mariani, Rahayu, and Nor, 2021).

Analysis (Reflect on experience)

Skills like note-taking, paraphrasing and summarising skills has helped me to memorise the important points properly and I have learned how by using such skills, I can score well in my test. Below, a brief discussion has been made of how these skills have helped me to develop my personal and academic skills.

Note-taking:

Note-taking has helped me to retain all the important information and use the same in future (Fanguy et al., 2023). It has further helped me to organise all the relevant and important information in a systematic manner and I have used all such notes as reference for my future exams. Though it is a fact that note-taking is quite time consuming, I have learned to summarise the speeches of the tutor and memorise each point properly (Johannsen, Meise, and Leue, 2021). With note-taking skills, I have been able to make a systematic analysis of my subject matter and it has helped me to get a good catch over my selected topic.

Paraphrasing:

One of the main advantages of paraphrasing is that it helps to maintain a comprehensive understanding over a topic and develop a good sentence construction skill (Stevens, and Vaughn, 2021). Further, it helps to avoid plagiarism issues and helps to build critical thinking process. With a proper paraphrasing skills, I have learned how to convey the feelings of other writers in my own word and how to avoid academic ethical issues like plagiarism. With paraphrasing skill, I have strengthen my reference skills also.

Summarising:

One of the main positive aspects of summarising is that it helps to make a note easy-to-understand and by summarising the key points, a proper memory enhancement is possible. Summarising skill has helped me to save much time while preparing for my exams. This skill will help to include different important points and make the paper informative. Further, it has helped me to integrate my ideas properly.

Usefulness of these skills

These skills will help me further to shape my future and based on these skills, I could have developed certain processes systematically stated below:

In future, based on a proper note-taking and summarising skill, I could be able to maintain a concise communication and I could represent myself before the senior officials. Further, paraphrasing skill is useful to me to make an extensive research on all the issues and make a situational analysis. By extracting all the key facts and information, I will be able to resolve various problems and can facilitate a continuous learning process.

These skills will also help me to develop a good critical-thinking skills and by summarising all the key points, I will be able to maintain a proper time management skills. To enhance my memory, such skills will help me a lot.

Conclusion

This report has helped me to enrich my mind with different knowledges gained from the class and different skills I have developed during the module. In this reflective analysis, I have mentioned that how I have developed skills like note-taking, paraphrasing and summarising, and how these skills will be helpful for me to shape my academic career. Below, an action plan has been prepared to show how I can improve all the learned skills precisely.

Action Plan (Future Plan)

Skills	Specific	Measurable	Achievable	Relevant	Timeline
Note-taking	I need to learn short-hand techniques	Increase accurate content writing skills	Attend workshops or online classes	Maintain organised and easily accessible notes	3 months
Paraphrasing	I need to practice writing in simple language	I should compare my writing with original texts	I need to read over different sources like articles, journals and research paper	I need to avoid plagiarism	2 months
Summarising	I need to summarise lengthy texts	I should compare my	Use note-taking templates	Develop critical	3 months

		writing with original texts		thinking abilities	
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Conclusion

To sum up, in this reflective report, I have assessed and demonstrated what three skills are that I have developed during my module and by using Gibb's reflective cycle, I have made a systematic analysis to define all the skills properly. Further, here, I have mentioned the modes and tools used to develop such skills and usefulness of these skills for my future. Various positive and negative aspects of note-taking skills, paraphrasing skills and summarising skills have been mentioned to make the report critical, where I have shared both positive and negative experiences. At the end of this paper, an action plan has been developed by following SMART objectives.

Reference

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