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Table of Contents

- 1. Introduction**
- 2. Note taking**
- 3. Paraphrasing**
- 4. Summarising**
- 5. Conclusion**
- 6. References**
- 7. Appendices**

1. Introduction

This report is about reflecting on 3 academic skills I have learned about during my time at university, I looked back at my notes and have chosen 3 academic skills that I have learned. I have chosen Note taking, paraphrasing and summarising, I found these the most interesting because they are useful topics that most people use everyday.

To help me achieve my report, I chose Gibbs reflective module (1988) as I feel more comfortable with it.

Note taking is a key skill that enhances the brain whilst refreshing the mind of an individual keeping them constantly working the brain. Two key skills a student needs in university are the ability to summarise and paraphrase, these two core skills enable you to do excellent sympathising to create high quality complex writing. Paraphrasing and summarising are useful tools to help you show your understanding of text and ideas.

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2. Note taking

In week two I learned about note taking which is a skill that involved taking notes during class whilst listening or reading. There are various of techniques to use while note taking such as linear note taking – writing notes while listening to lectures, tabular note taking which are useful when comparing opinions also diagram note taking that can be used when brainstorming. These are just a few of note taking techniques that can help you understand and and organise you're notes.

After doing my research I have learned that note taking provides several benefits keeping the body active and involved as well as keeping individuals alert constantly working the brain avoiding any distractions. A key skill note taking has is that is engages the mind, expanding critical thinking skills. It is extremely difficult to obtain and retain information productively since our brain struggles with multitasking, therefore having time to reflect to retain the important information after finishing taking notes. Having a short reflection time play a huge role in retaining long term memory.

Note taking allows individuals to learn actively and be more attentive as constantly listening can get tiresome so it keeps the student distracted from feeling bored. Taking notes improves individual's organisational skills, which is one of the key skills to have to avoid feeling stressed.

I felt happy to learn a new skill such as note taking because i feel as it can improve my listening skills as well stimulate my brain allowing me to concentrate better.

3. Paraphrasing

I have gained knowledge that paraphrasing is important because you are avoiding plagiarism which I hadn't known before, I really enjoyed it at the same time as it has allowed me to be more creative exploring different ways of writing and thinking allowing me to feel relaxed at the same time. I did a lot of research online in my spare time and have learned so much in such a short period of time because I found it an interesting topic.

Paraphrasing is really useful for helping to clarify or restate an idea and is essential for good academic writing as well as being an essential tool for communication. When paraphrasing I now know that I must extract the key meaning of what I am hearing, reading or even of what someone is saying. The goal of paraphrasing is not exactly to get it right but just to highlight the key essence of the bottom line. Listening is a critical essential ingredient to being good at paraphrasing, I must make sure to listen clearly and intently. When paraphrasing I have to be specific when rewording a text to clarify the content and clarify it, stating something in my own words but making sure I am as close as possible to its original meaning, taking the same price to text and rewriting to say the same thing but using different words, this material can be submitted writing since I am not plagiarising having to change the words but the not meaning.

I feel as I should defiantly keep learning about paraphrasing and give it more effort because I struggle with communication and now have learned that it is an essential tool for communicating, having this skill will help me in the long run for my future when I do open my business. A key skill that I must work on is to double check my work.

4. Summarising

When I was learning about summarising, I found that it would be something very interesting for me as I realised it was easier for me to stay focused due to reading and writing shorter sentences. I did a lot of research in class and at home as summarising is something I would like to keep gaining knowledge on so that I can summarise throughout my learning time to avoid myself getting stressed.

From doing research I've learned that the few elements of summarising are conciseness meaning condensing important information, having to know the detailed information first before being able to then relay it to others. Objectivity is another summarising key skill for us to always stick to facts so that our audiences believe what is spoken or written by us. We must always have good structure and accuracy. Remembering the main key is when noting the primary information, I write it in my own words including the main points making sure nothing is changed around but just shortened.

I find summarising is helpful for me as it is easier and clearer to understand and read the main ideas in shorter versions. As for myself who struggles with staying focused and getting easily distracted due to my mental health, I prefer summarising. I have learned new words and the meaning of them that I am happy with.

Conclusion

Overall, I am very happy learning these few things in the short time that I've been in university. After suffering with severe mental health and being through a lot in the last few years I took a big step to allowing myself to come out of a comfort zone and start something new with my life. I thought it might be too much of a big step as I am still trying to learn new things in the education system but starting University and learning simple things such as note taking, paraphrasing and summarising has made things so much easier and has pushed me to want to learn more as it's not as hard as I thought it would be. A good outcome for me has been that I get to engage with other individuals where before I struggled with that. I really enjoy coming into classes because it really keeps my brain constantly working and active.

In the near coming time, I really would love to open my traditional Kosovo restaurant that I've always dreamed of, this is the reason why I chose to study business, so that I can expand my learning in the business criteria. I would love to hope with my hard work and dedication I will have the right knowledge and confidence to be an excellent business owner.

References

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Appendices

Starting a business comes with allot of dedication, passion and hard work and is very time consuming, you must give it your all if you want your business/businesses to be successful. Choosing to start university is a great way to begin so you can learn all the things it takes to run a business as well as in the end graduate and have all the knowledge you will need. When I did my research on on how to start a business and have a successful business, I came across this quote that I felt was very useful for any individual that is thinking to start their own business. "A dedicated worker is a productive one, which is why when striving to make the best of your career, it is important to keep up the passion and fire you always possess."

I know that running a business will not be easy, it will require allot of dedication as well as commitment that can lead to many sleepless nights. You will have to face allot of challenges on your journey. One thing to remember is dedication is very important, but we have to always look at advantages and disadvantages aswell. when I did my research, I found that extreme dedication can damage long term success, the reason for this is because having a intense career calling motivates individuals to work extra hours which then limits our physiological detachment from work, reducing our sleep quality and ability to stay focused. Last thing we need is to be severely stressed, taking time out for yourself is very important so you can constantly have the will power to do more work and better each time.

