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Module name and code: Academic Skill LCLM4001

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Reflective report:

- ☐ Paraphrasing skill
- ☐ Finding information / Research skill
- ☐ Referencing skill

My reflective report will be an analysis of what contribution the three chosen skills have made to my development. Why is it important to acquire academic skills? Academic skills are necessary because they intertwine with many other types of skills that we need in different areas of our lives. After completing university, skills such as time management, organization, and good writing skills make our everyday lives easier. In the job search field, our vocabulary also improves, and it develops our critical thinking.

Paraphrasing skills

When we learned paraphrasing skills on Moodle for 5-6 weeks, I became a little unsure of how I would handle the tasks since English is not my native language. It presented a challenge to rephrase a text. To overcome this, I read books and used the synonym search tool shown by the teacher in Moodle. It was very helpful. This video was also very effective for me and made it easy to understand, which enabled me to acquire paraphrasing skills successfully. **How to Paraphrase in 5 Easy Steps |**

Scribbr 

Paraphrasing is a everyday skill that we all use to transfer information from one source to another. We can retell a simple story that we heard at work, pass on information about one person in our household to another, or summarize a news article that we heard on television or radio. During this process, we use paraphrasing techniques. In university, paraphrasing is a fundamental skill that often needs to be demonstrated in the first semester, just as we did. It is a useful skill because we are part of an academic community at university. We need to be able to accurately

convey the thoughts of others while adding our own original thoughts. In academic writing, paraphrasing is a collection of techniques that allow us to express the thoughts of another person in our own words. Therefore, every time we rephrase material, it should include an in-text citation and a corresponding citation at the end of the text. Using others' ideas without proper acknowledgment is considered plagiarism.

Techniques to be tested: Read the text carefully to understand its meaning and content. Do not try to memorize. It may be necessary to reread it multiple times, check the definitions of individual words you are unsure of, explain them to yourself, ask yourself the question "what is it about?", or select the main points from the less important ones. Consider the technical terminology that cannot be rephrased. Do not look at the original hiding it. Trust yourself that you have understood the meaning accurately and have not forgotten anything. Take notes to understand the main message of the text. Do not try to repeat what was said, only its meaning. You can jot down keywords or phrases, bullet points, mini mind maps, or any other visual or freely written brainstorming. Now refine these notes in scientific English.

Don't forget that as long as it is grammatically understandable, clear and academically appropriate English, your version doesn't have to be better or even as good as the original - style is less important than conveying the original understanding. Not all published scientific works are brilliantly written - your version could be even better! Your version doesn't necessarily have to be neutral - it can subtly reflect your opinion on the original idea through word choice, positive or negative connotations, as long as it doesn't distort the meaning. Now check to see if you accurately capture the original meaning. If you find that you have left out minor details, ask yourself if they are important for your argument or not. This is the critical scrutiny we undertake to refine our position or argument.

Finding information / Research skills

Research skills are the easiest for me to acquire. Research skills are invaluable in university, both in scientific aspects and beyond. Acquiring this skill has contributed to my development. Academic success: Effective research skills allow me to find relevant information and support scientific arguments with evidence, leading to

higher grades. Critical thinking involves critically analyzing and evaluating information, enabling me to assess the credibility of sources and make well-informed judgments. Problem-solving entails tackling complex questions or issues, systematically addressing challenges, and breaking them down into manageable parts. Information literacy is enhanced through research skills, allowing me to navigate various sources, differentiate between reliable and unreliable information, and ethically utilize and reference sources. Research skills are utilized whenever we need to find, evaluate, and proficiently utilize information.

This makes research skills essential for scientific success.

Research skills help in discovering and understanding complex topics. They also aid in developing personal research questions, conducting information searches, and achieving a deeper understanding of a subject. How can we effectively utilize this skill?

Determine the research questions: Formulate clear and focused questions that guide the research process. Break down broader topics into specific, manageable questions. Information retrieval involves crafting precise search strategies to efficiently obtain information through library catalogs, databases, and search engines. This includes establishing search parameters according to initial findings and research requirements, employing advanced search methods, logical operators, and filters. Source identification encompasses identifying and selecting pertinent sources based on their credibility and relevance, while also evaluating the trustworthiness and reliability of the information they provide.

Literature review entails conducting a thorough examination of existing literature related to a specific topic. This involves synthesizing information from diverse sources to identify patterns and trends.

Referencing, an integral aspect of academic writing, is crucial for maintaining integrity and quality. Here's why: It lends authority to your work by demonstrating the breadth of your research, illustrates how you've developed your arguments and engaged with others' ideas, allows readers to delve deeper into the original sources you've utilized, clarifies the distinction between your own ideas and those derived from others, and facilitates the prevention of plagiarism.

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It allows the reader to view the original sources you have used; they can follow your references to learn more about the ideas discussed in your work or to check facts and figures. It clarifies which ideas are your own and which ones were inspired by others. It enables the avoidance of plagiarism. The quality of referencing can influence the scores received for evaluations, so it is worth spending time on correct referencing format.

What do you need to reference? You need to reference other people's work every time. This can include ideas, words, data, plans, images, music, or anything else.

No matter the origin of information—be it a website, textbook, journal article, magazine, newspaper, YouTube video, or social media platform—citation is necessary when quoting, paraphrasing, or summarizing someone else's work.

Referencing, in essence, involves a two-step process.

When referring to another source of information, first, we need to insert a quotation into the text, and secondly, we need to complement the quotation with a full reference located at the end of our work. The formatting of quotations and references depends on the citation style used and the type of information referenced.

Citation styles: The citation styles are a set of instructions. They indicate what information should be included in the reference, the order in which they should appear, and how to format them in your work. The citation styles also provide specific instructions for different types of information, which means that a reference for a book will look different than a reference for a website. Consult the program manual or ask your module leader which citation style you should use. Harvard is the most commonly used citation style at the university, as it is with us.

Conclusion: At the end of the academic skills course, I cannot highlight just one thing that has contributed the most to my development because every module has provided a great deal of information. Week after week, I felt more confident in solving tasks and communicating with my peers.

Reference

Scribbr 'How to Paraphrase in 5 Easy Steps' Available at [How to Paraphrase in 5 Easy Steps](#) | Scribbr  (Accessed 2019)

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