

Academic skills report

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1 Introduction

During the following report, I will be writing about how Academic writing, note taking and referencing helped me to develop Academic skills. I will be using my notebook, PowerPoints presentation from the UWTSD University and some information from the internet to state all the information I will be talking about through this report, including some evidence: pictures from my notebook, references. Furthermore, I will use Gibb's reflective cycle (University of Edinburgh,2020) to make this reflective report. Gibb's method consists of 6 stages: Description (what happened?), Feelings (what did you feel?), Evaluation (what worked?), Analysis (make sense of the situation), Conclusion (what else could you have done?), Action plan (What will now do?). I decided to choose Gibbs' model because it helps me to think clearly and gives you a fuller description, also motivates me to make a better work next time, also helps me to think systematically and organized, so I do not get confused with my ideas.

2 Reflection

2.1 Note taking skills

During week 2 we were learning about Note taking. The lecturer explained about several types of diagrams, such as: spider Gram, linear, tabular, mind map and Cornell note (Source: UWTSD), and each diagram is for a different use. The lecture showed different pictures of each diagram, so we can have a clear vision of how it looks like or how it works each one. Furthermore, the lecturer gave exercises to become familiar with the diagrams (showed: Appendix). While I was Learning this, it was easy to learn because I had some knowledge of this skill, moreover, the way the lecturer explained it was very efficient, so it helped me to understand better. I find the skill useful because you will be using it constantly during your Academic learning while the lecture is

explaining or when you are studying for your exams. During this learning I had some difficulties with Cornell note (Cornell University, n.d) It consists of a study system that is divided into two parts. On one side you have “cue”, there you put your thoughts about what the lecture said and on the other side you have “notes”, there you put exactly what the teacher has said when he was explaining something and below you can put a summary of everything, and this method it was the first time I heard about it. Also, I have some difficulties when I am writing and that is why it was a little more difficult for me to put the Cornell note into practice, but that is one of the things I am going to improve later. In the future this skill will help me not only in my studies but also outside of my academic journey, such as in my future work, because you will need to be organized, and this skill helps me to have the information clear and organized.

2.2 Referencing skills

During week 3 we were learning about Referencing skills (The University of Queensland Australia, 2021). The lecture explained as about what referencing is, the importance of referencing, how to make a reference step by step, some examples, also explained related topics with referencing such as: in-text, plagiarism and CRAAP (Source: UWTSD). Then, when the lecturer finished with all the explanation, we started to do something more dynamic. The lecturer put us in groups, and he gave us a book for each group, the lecturer explained that we were going to refer for each book. We had to put into practice what we learned before. Furthermore, the lecturer gave us more information to go deeper into the subject. While I was learning I felt thoroughly at ease learning this skill despite it being the first time learning referencing. Moreover, I felt this topic interesting because I recognized it as something that would benefit me thought my life. I felt this learning was my preferred one. I find this skill useful because you will need to support your arguments at an academic level, during your: reports, presentations, assignments. And reference provides your evidence and ensures that your data is reliable, and you are not plagiarizing (Source: UWTSD). During this topic what I would have improved is not having dedicated more time to this learning, because during week

3 I had to much work in my job, also how I managed my time during week 3, but that is something I am already working on it, so in this way I can enhance my learning experience. Finally, my action plan would be to always support my information with reference to avoid issues in the future.

2.3 Paraphrasing skills

During week 4 we were learning about Paraphrasing skills (Source: UWTSD). The lecture explained about what paraphrasing is, why do we paraphrase and 4 techniques for good paraphrasing, The first step: underline key words, second step: find synonyms, third step: Find possible changes to word order, fourth step: Find possible changes to word order class (Source: UWTSD). Furthermore, the lecturer made an individual exercise, which consisted of writing a sentence and practice with the 4 techniques, also the lecturer gave us a sheet with a series of exercises to continue practicing (showed: Appendix), later the lecturer gave the answers of the exercises while we were correcting, Finally the lecturer gave us examples of paraphrasing to reinforce the learning . This topic was very challenging for me because it was the first time doing paraphrasing, I felt a little insecure but at the same time excited because the first technique was easy but as you followed the steps, the level of difficulty increased. I find this skill useful because it helps you to develop your critical thinking, also helps you to avoid plagiarism, and helps you clear your ideas in the moment of confusion. During this topic what I could have improved is to have practiced more doing paraphrasing because was complicated for me, also I need to learn more vocabulary in English to get a better using of paraphrasing because English is not my first language, so I will be reading more books to expand my vocabulary. In the future paraphrasing will help me in my academic work, such as: exams, presentations or lectures because paraphrasing helps to explain complex concepts into an easier understanding, also paraphrasing will help me in my daily conversations If I want to explain some information, and I will put more in practice in my daily conversations.

3 Conclusion

During this period of learning this knowledge marked a significant turning point in my academic and professional development because I have been able to learn not only from the topics but also from my classmates and my lectures throughout this term. In addition, during this time I have not only learned how to develop the 3 skills that I have mentioned in this report, but I have also been able to develop other skills such as punctuality, organization, teamwork and communication. So far it has been a pleasure learning those skills and putting them into practice, even though I had some obstacles during the journey but that helped me to develop my potential. This report will benefit me as a student and my professional situation to know where I made a mistake or what I should focus more on to improve the quality of my studies in the future.

4 Appendix

Note Taking skills:

Cornell notes

Clues	Notes
L	- Talking about motivation and procrastination
BBC	- Example of procrastination: Drinking a cup of tea, check e-mail
Louise - Hindia	- Offering guidance to listeners tips
Fuchsia Shiraz	- LM - BBC - Athlete Book
Dr Ian Taylor	- sheff - psychology - P
- what is motivation?	- Sports - psychology - M - Fuel
- Fuchsia - Expert in psychology of procrastination	- Procrastination: Unnecessary and voluntary delay of intended and important task
P = enemy of M	Despite this making the outcome worse for you - it will cause you harm

Mind map note taking

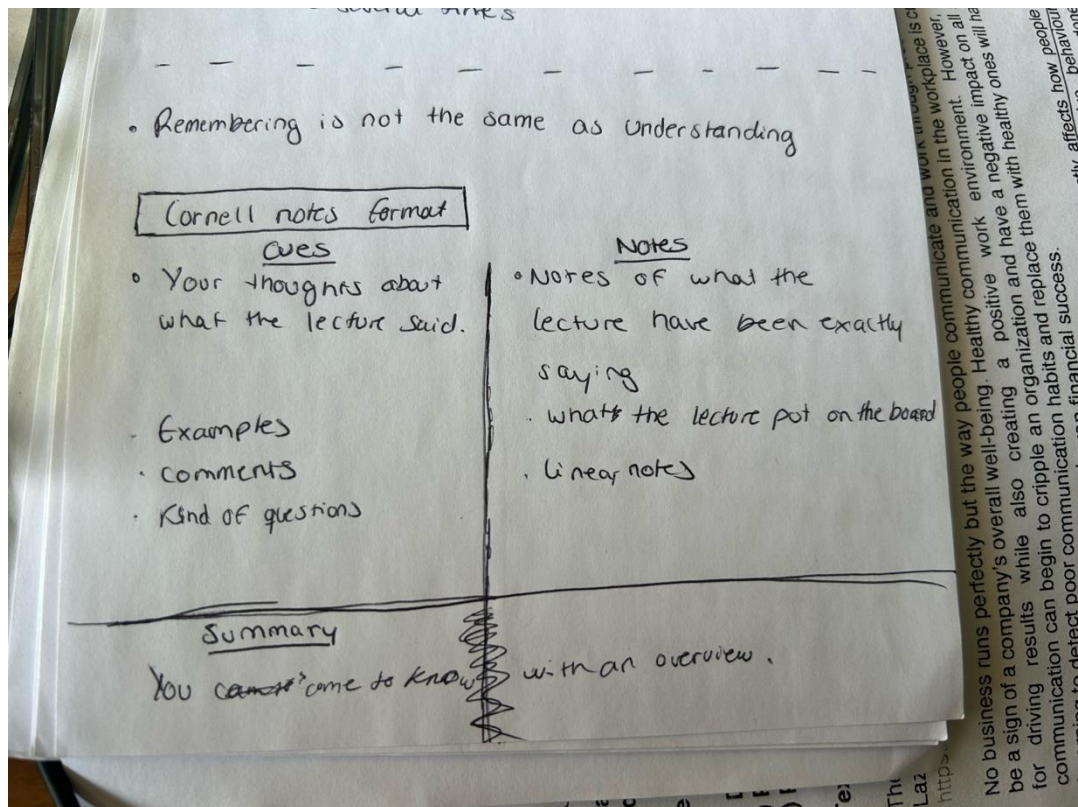
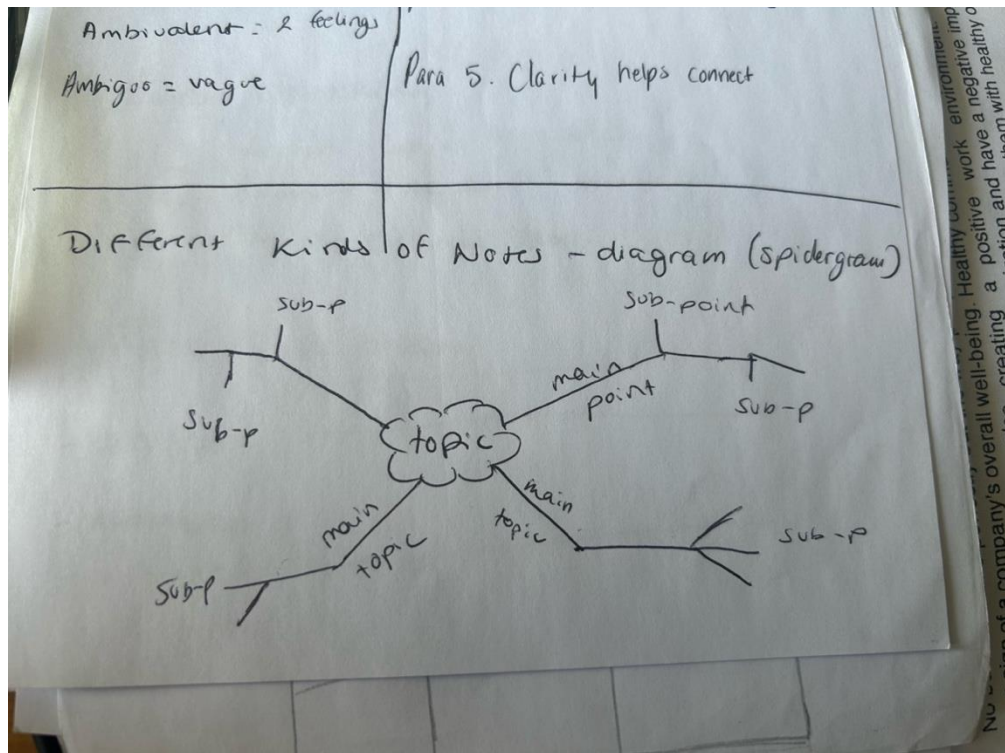
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graph LR; A[Finance idk] --- B[Business plan]; C[Mgmt simple] --- B; D[Parliament & ops] --- B; B --- E[Summary]; B --- F[Description]; B --- G[Product]; F --- H[ ]
```

Linear Note taking

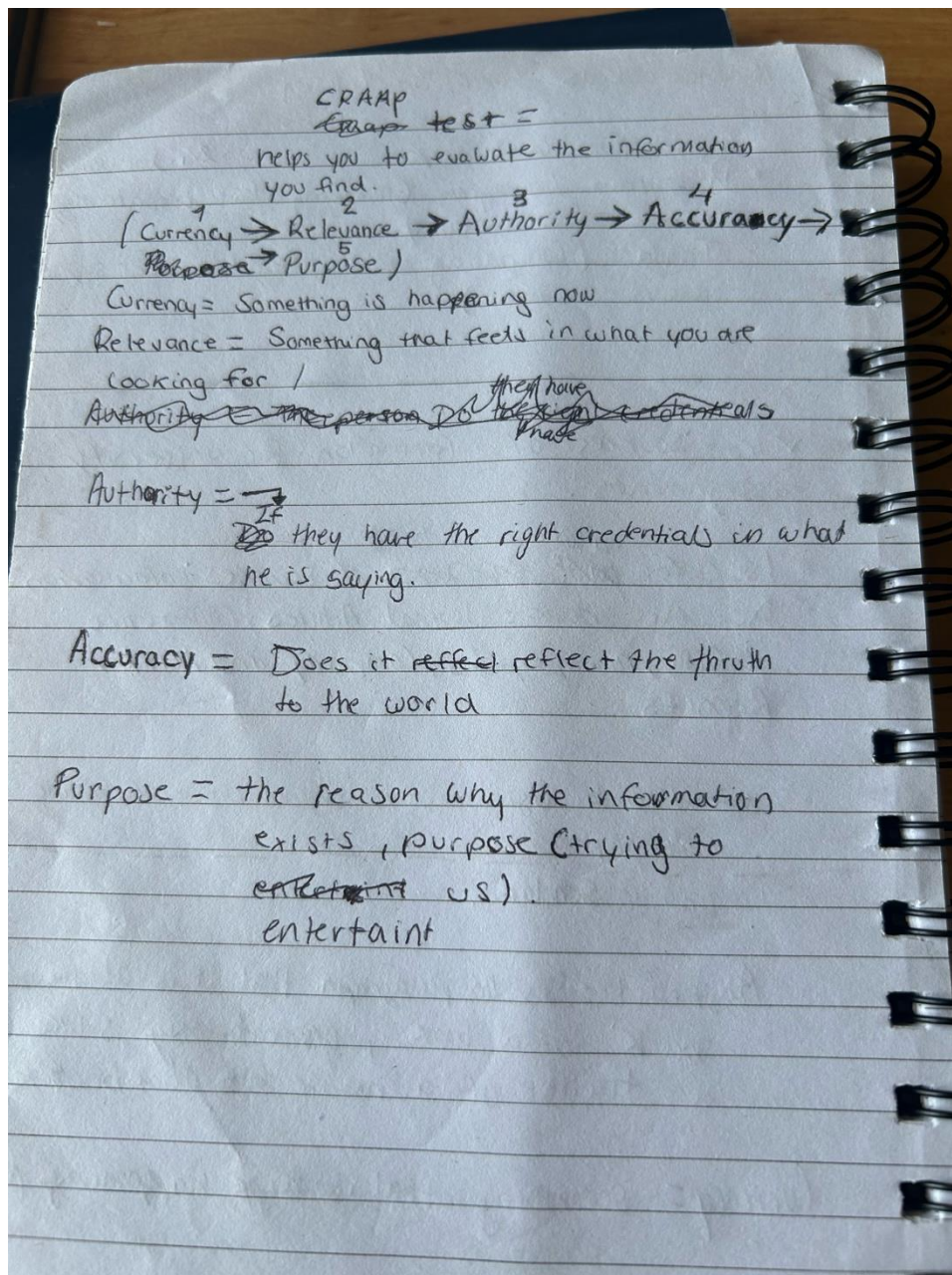
- Lecture: Corpus Linguistics
- Example = Academic word list
- dev. by Coxhead (2000)

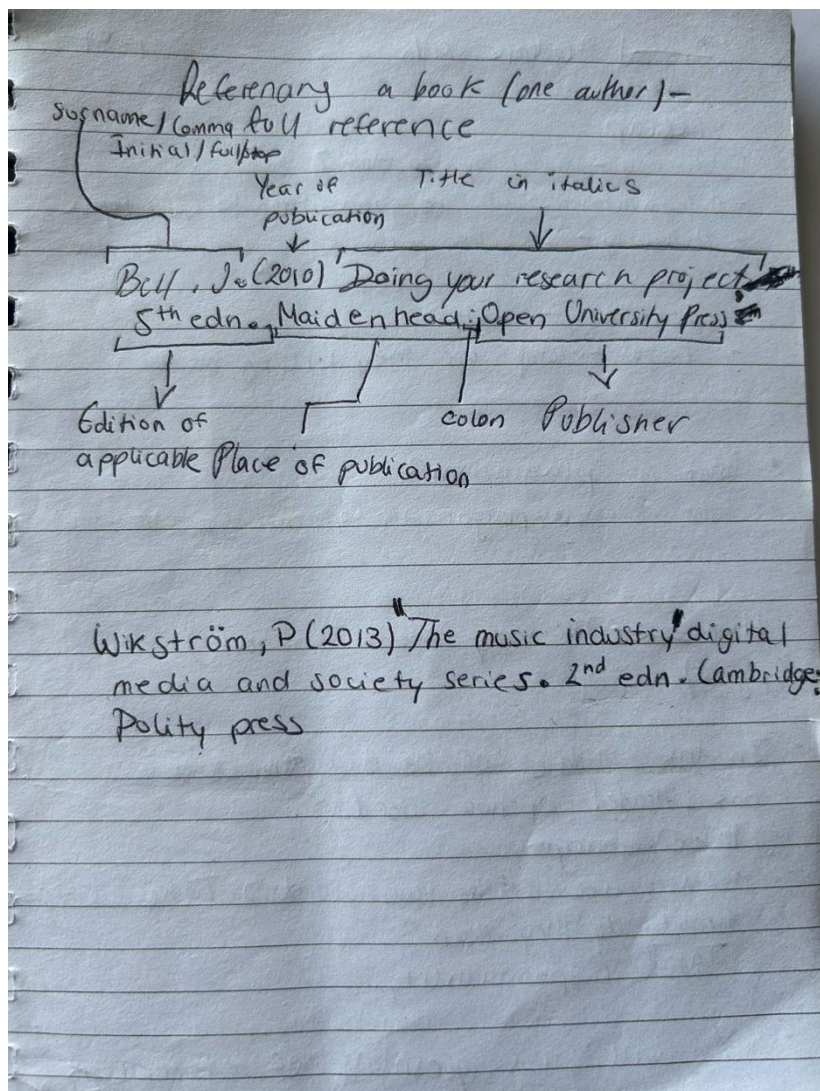
Tabular note taking

- Using table
- information you want to compare.



Referencing skills:





Paraphrasing skills:

- Abstract = summary

Paragraph

I used to live in Spain but now I live in UK.

At this moment

Nowadays

the

↓
currently

↓
move
transfer

- 1) Underline key words and phrases
- 2) Find synonyms - different words but same/similar meaning.

3) Find possible changes

Before I was staying in Spain but ~~currently~~ ^{Nowadays}
I ^{have} moved ^{to} the UK.

- 3) Find possible changes to word order

Nowadays I live in the UK, but before
I was staying in Spain.

4) Find possible changes to word class

First lesson - Paragraphs and how to write them (developing your academic writing)

08/07/2024

- what is a paragraph?
(there's a picture in your phone about this)
- Topic sentence in a paragraph, it has a fact and an idea. Main idea of the entire paragraph.
- Supporting sentence = s1, s2, s3...
Supporting sentence 'unpack' the # T.S.
(picture in your phone), develop the main idea
- Concluding sentence = give ~~closure~~ to the paragraph.
closure
- Homework = by email

2/ Paraphrasing

- 1) Intimidation tactics are a form of negative communication that ^{rapidly} creates a toxic and often-filled work environment ^{poisonous} ^{fear} ^{anxious} ^{work conditions} ^{workplace}

Intimidation ~~tactics~~ ^{methods} are a way of bad communication that rapidly ~~is~~ makes a poisonous and anxious workplace conditions

• exemple antes de addition $\in, A, C$

For example an employee who has a concern in the work but the manager doesn't pay attention to him when ~~he~~ ^{he} is trying to ~~en~~ speak about it, it is a kind of example. In addition, ~~BBC~~ (BBC, 2023) spoke about this topic ~~talking~~ ~~about the~~

3. Change position of words

Please read the text below before our class this Monday 8th April
Underline the key ideas.

We will use this in class to practice three skills:

- 1) Diagrammatic note-taking
- 2) Paraphrasing
- 3) Paragraph Writing

Text:

The text below is from a chapter called 'Examples of Bad Communication at Work' by Zach Lazzari (2019) from <https://smallbusiness.chron.com/examples-bad-communication-work-24256.html>.

No business runs perfectly but the way people communicate and work through problems can be a sign of a company's overall well-being. Healthy communication in the workplace is critical for driving results while also creating a positive work environment. However, bad communication can begin to cripple an organization and have a negative impact on all staff. Learning to detect poor communication habits and replace them with healthy ones will have a positive effect on productivity and even financial success.

Passive Aggressive Communication

Passive-aggressive communication is a poor practice that directly affects how people feel about themselves and others in the workplace. Passive-aggressive behaviour or communication is a difficult issue, because the negative things that are being said or done are often subtle and may not be seen as overtly aggressive, offensive or confrontational. However, the person on the receiving end of the communication repeatedly feels neglected or treated poorly and to the point that the relationship is damaged. For example, employees or leaders who refuse to speak directly to a co-worker are being passive-aggressive. Intentionally using only email and memos to communicate without ever speaking face to face with someone in the office is a form of the problem. Purposely avoiding working with someone on a specific task without providing a reason for it is also a form of passive-aggressive behaviour in the workplace.

① Intimidation in the Workplace

Intimidation tactics are a form of negative communication that quickly creates a toxic and often fear-filled work environment. A boss who bullies his employees into getting things done is likely to experience high turnover rates. Intimidation can also occur between co-workers competing for the same promotion. This unnerving type of behaviour is often in the form of direct verbal language or physically threatening actions. Examples of intimidation include loud speech, physically taking over workspace, or standing in close physical proximity to cause discomfort.

The Blame Game

Another example of poor communication is closely linked to ethics and responsibility. ⁽²⁾ Failure to own a mistake or accept responsibility for a missed deadline shows a lack of responsibility. Yet, blaming others is counterproductive and does not work towards a solution for the common good. Learning to accept responsibility and move forward is one positive solution. However, those who continue to blame others for their mistakes will damage working relationships and may find themselves ostracized.

Failing to Listen

Leaders and employees who operate as disconnected individuals and fail to listen to those around them are engaging in poor communications. There are many examples of failure to listen, among them the failure to listen to your customer base. If a product or service

5 Referencing

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(Accessed 22nd August 2024)