

University of Wales Trinity Saint Davis
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Reflective Report

How the learning this module helped develop academic skills

Academic years-24/25

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INTRODUCE

Academic and professional environments, it is vital to have the skills of note-taking, reflection and summarisation. These skills contribute to more effective learning, deeper understanding and more effective communication. This report looks at these three key skills, their importance and best practices for applying them.

1.Note-taking skills

I clearly remember the class when we discussed note-taking Methods. It was really interesting, because we are going to use that often at university, different techniques can really help us in the future and save a lot of time.

1.1 Outline Method

I found “The Outline Method” easy for myself. In my opinion it is the quickest method, you just need to find a topic and continue with sub-topics. I have time to write almost everything. The most important thing in this method is to find a topic, or we can call it heading. Other methods are also interesting and important, but in my opinion the best way is to find your favourite and keep with it.

I remember week 3, when we started to learn about this method, it was unknown and fascinating. Now it looks like a routine, but a very useful routine.

1.2. Cornell Method

Probably the most famous method of all. Dividing a page into three parts (keywords, summary, main notes).

Taking notes at Cornell is easy: the main notes from the lecture are recorded in the main notes section. The narrower column on the left is for keywords and questions, which serve as a place for hints and tips on the material. At the bottom of the page, add a brief summary of the page's content.

1.3. Mind Mapping Method

Creating visual diagrams to represent ideas and connections.

The true power of mind maps lies not only in their visual design, but also in the creative process behind them. Their internal and external structure allows you to collect all your ideas in one place, which is very convenient without revealing the connections between them. Mind maps encourage lateral thinking

lateral thinking, which encourages you to explore and analyse a subject from different perspectives.

2. Summarising Skills

Summarising is the ability to bring the main ideas of a piece of content clearly and concisely, while retaining the important content. This skill is useful because it makes it easier to understand the key points of a text or speech, especially when preparing for tests, presentations, or other assignments. Summarising also improves critical thinking by focusing on the most important ideas. Good techniques include rewriting information in your own words, using clear outlines or bullet points, and

focusing on key dates, facts, and ideas. However, it can be difficult to avoid unnecessary detail or accidentally leaving out something important.

2.1. Summarising skills experience

As a student, I realised how important summarising skills are, especially during busy periods like exams. Now I had a report to write, and my notes were scattered everywhere. I didn't know how to start, and I was running out of time, because it is not only one report I suppose to do(unfortunately). So, I decided to try taking summary from my notes. I started by gathering all my materials and writing down only the main ideas. It was hard at first, but I soon noticed that focusing on the main points helped me understand the topics much better. It also made the process faster and less stressful.

Now, summarising has become a habit. It helps me even in everyday life, I make notes almost every day if something important happened, a few sentences or even words, and when I can't remember something. I go to these notes and immediately remember everything. I believe that developing this skill has made me a better student, and it is something I will continue to use during and after my studies.

3.Reflection Skills

Reflective skills involve analysing one's own experience and applying the knowledge gained to improve oneself. These skills develop critical thinking, contribute to continuous personal and professional development, and help you to be more aware of your actions and their consequences. Student life it is about reflection, students work reflects their own understanding, learning experience. This practice thereby promoting a collaborative spirit, to build trust when students take pride in their original work, they develop critical thinking and analytical skills. They must learn deeper, it is helping to express their perspectives in future careers. These skills can also be used in everyday life, for example, people working in the medical field often use them, and you should always be prepared to reflect what you

see. Useful strategies include keeping a reflection notebook to document ideas about achievements, failures and their causes, analysing events using tools such as the “Gibbs Reflective Cycle” self-assessment using questions such as: "What did I do well?" and "What can I improve?". But there can be difficulties, for example, in finding time for frequent reflection and maintaining objectivity during self-reflection.

Conclusion

Improving your note-taking, reflection and summarising skills is essential to enhancing my learning, career success and personal development. These skills will help me to organise data, analyse individual experiences, and communicate my thoughts clearly and concisely. At first students like me, may not think they will need them often, but that's only at first glance, and they will actually use them every day without even noticing. For example, note-taking methods help them write down and remember the most important information. Reflection helps to convey this information with your own experience. Summarising helps to use this information in real life when you need to tell something very quickly, in general they are connected and useful. Mastering them requires self-

discipline, consistent practice and the use of effective methods.

References

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