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Academic Skills

Written report

INTRODUCTION

Academic skill stands for a range of approaches to learning that enhance an individual's capability to study and permit them to retain and recall facts with ease. It is essential for individuals to master academic skills in the higher education journey by which they can be able to enhance their habits and attain good academic outcomes (Hysaj, and Hamam, 2020). This report is based on “Gibb's model of reflection on learning three academic skills including note-taking, research, and reflection skills”. In this report, there will be a discussion about how learning from the academic skill module helped in developing academic skills.

MAIN BODY

TASK

model of reflection

Description: During my academic journey, I engaged actively in the academic skill module session. The module learning on academic skills was quite an interesting experience for me as I received an excellent opportunity to learn about various sets of academic skills including note-taking, reflection and research skills. The tutors explained the meaning, importance, ways and other aspects related to these three skills. Through engaging actively in the session, I was able to develop a good level of understanding in relation to these aspects related to the selected skills. Also, I was involved actively in the different tasks and activities which were conducted within the classroom and given enough time before the deadline. In addition to this, the tutor assigned us tasks in which we were supposed to conduct proper research from secondary sources on the assigned topic and the other task was to reflect on our own learning from the module session to improve the reflection skills. In addition to this, I have learnt from the module session that research skill helps to locate appropriate information and assess it for relevance and quality and also it builds an ability to create and communicate ideas in spoken and written format. Reflection skill is a powerful tool to empower students to develop questioning, investigating, memory, considering and explaining skills (Farrell, 2022). apart from all these, I have learned that note-taking skills play a vital role in the academic success of individuals by allowing them to better focus and understand core concepts (Sotiriadou, and et al., 2020).

Feeling: While attending the session, I felt very excited to learn about the concepts based on my academic skills. before the session, I was feeling quite nervous as I had less knowledge related to research, reflection and note-taking skills. But later, I felt good by gaining a good amount of knowledge related to the subject area. Also, while engaging in the different activities or tasks assigned by the tutor on note-taking, reflection and research skills, I was feeling very excited as well as nervous.

Evaluation: From the module session, I have evaluated that there were several things which went well and some things did not go well. The thing that worked well and well was the fact that the tutor delivered quality knowledge on the three skills with the help of proper teaching resources and materials. Active involvement in different activities which were conducted to educate about reflection, note-taking and research skills were positive aspects related to my learning. Also, engaging actively in the assigned tasks related to reflection skills provided a good opportunity to examine my own strengths and weaknesses. Besides this, the thing which clearly did not work in the module learning was a lack of sound understanding of the different sources like websites, books, articles journals and others to collect secondary data. Also, I found it challenging to reflect on my own experience with the help of Gibb's model of reflection and Kolb's model of reflection. But later in the experience, I was able to overcome such type of poor practices by taking proper guidance and support from my tutor. Therefore, it has been evaluated from the module learning that proper support and guidance from the tutor enabled me to gain better knowledge regarding different academic skills.

Analysis: I have analysed from the module learning that proper guidance and support of the tutor is one of the main factors which contributed towards a positive experience. I have learnt that strong note-taking skills enhance an individual's active listening and understanding of materials and retention. Successful reflection skill builds the ability of a learner to maximise the potential of new learning and also help in making connections between personal experience and feelings. Also, I have analysed that research skills are essential for academic success and help to gain a better understanding of a specific subject and improve problem-solving and critical thinking skills (Alsaleh, 2020). In addition to this, I have analysed that a lack of strong command of listening skills creates a barrier for me to actively listen to the information shared by others and prepare notes. Poor critical thinking skill restricts me from critically reflecting on past experiences which it challenging for me to reflect on particular situations. Lastly, I have analysed

that strong knowledge and understanding of note-taking, research and reflection skills will be helpful for me to attain better success in my future academic and professional career.

Conclusion: From the module session, I have learned that note-taking, research and reflection skills are essential for me to attain better academic success. Note-taking skills will be helpful for me to take practice and enthusiasm to learn approaches to help me grow academically successful. Developing strong research skills can help me to find, evaluate and successfully use information. Also, it has been discussed that by reflecting on my own experience, I can exploit the potential of different learning. In addition to this, it has been learnt from the experience that it is important for me to emphasise making proper use of the key learning from this experience in my future academic journey in order to obtain better outcomes. The action plan will be designed in order to improve my poor critical thinking and listening skills.

Action plan

Areas for improvement	Importance	Resources	Time-bound
Critical thinking skill	Developing strong critical thinking skills can help me to professionally collect knowledge, rapidly process information and perceptively analyse data for better reflection and research practices (Cáceres, Nussbaum, and Ortiz, 2020).	To develop critical thinking skills, I will attend online sessions to gain better knowledge of different ways to improve critical thinking skills.	2 months
Listening skill	Effective listening can contribute to less wasted time, improved accuracy and fewer errors by	I will focus on listening without judging and face the speaker.	3 months

	which I will be able to perform the note-taking tasks smoothly.		
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CONCLUSION

From the above report, it has been analysed that it is essential for individuals to develop academic writing skills, note-taking, paraphrasing, reflection and rephrasing skills for better academic success. Also, it has been discussed that critical thinking and listening skills are vital for effective reflection and note-taking practices.

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