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Introduction:

The academic skills have been essentials tools for my improvement till now.

The learning in this module helped me develop many academic skills, for example note-taking, finding information/research and summarising skills.

Those are fundamental if we want to succeed on our university journey and our future professional life.

In this reflective report I will be speaking on how these skills have prepared me for future academic challenges.

Gibb's Reflective Model:

(REFERENCE)

Description:

In week two we been introduced to note-taking skills.

There are different ways for note-taking, such as highlighting by using a coloured highlighter pen for identifying keywords, important paragraphs or concepts.

I have also learned the Diagram note-taking and/or mind map note-taking.

Furthermore, the linear note-taking, which is more used for bullet points and listing concepts and as last we have the tabular note-taking which is really useful for summarising ideas, discussions or making comparisons (How to Study in College, 2013).

In week three instead we discussed how to find trusted information, this is important for assignments, reports, essays, we need to make sure what we read has been written by someone that is specialized on the subject to have reliable information.

Most of the people nowadays look for information on Google Search, but is it really going to give us the right answers? Or better, where do this information come from? Anybody can write anything on Google, Wikipedia, Youtube, so it is always better to be critical on it.

They are blogs websites only and anybody can modify them, and no verification is needed, for this reason our lecture suggested us to use more serious sources, for example the UWTSD library and Google Scholar where we can read specialists or experts opinions.

Sarah Blakeslee (2004) invented the CRAAP test, a practical way for anybody to understand through specific questions the information reliability and credibility.

By doing a breakdown of the word CRAAP we get:

- CURRENCY

When was the information published or last updated?

- RELEVANCE

Does the information answer the question you are looking for?

Who usually is this information audience?

- AUTHORITY

Is the author a specialist? Is it a subject expert?

Who is the publisher?

Is there any way to contact the publisher/author? Like an email?

- ACCURACY

Is the information supported by evidence?

Was the information review by a specialist?

Would you be able to verify this information?

- PURPOSE

Why does this information exist?

Once we apply the CRAAP test if we are happy about the answers that came out, we could start thinking the information given could be reliable.

Another skill we learned at the University is Summarising, it helps me shorting a text by writing down only the most significant part of it, making it easier to understand and remember.

Summarising is useful when there is a long text with many unnecessary words that is not important to remember.

Feelings:

All this is a new experience to me, until some months ago I would never think of studying, this make me happy and proud of what I am trying to do for my-self.

I have already done two tests in academic skills; at first, I was a bit worried about what the results could of be, I was quite anxious, I was thinking of failing.

When I finally got the results instead, I was quite excited to see that I passed them both.

Evaluation:

This University course is during the weekend in order not to sacrifice my company during the week, in this way I am still able to focus on my business while also studying to get a better qualification.

However, all this time, between job and university does not leave much time to rest or enjoy the things I like to do and attending all the lessons.

Analysis:

Something that helps me a lot during this period and one of the most effective time management techniques is “The 4 D”, that helps me focusing on important things and delegate or delete things that are not.

I think also note-taking is an important academic skill, it helps me to remember what has been discussed in the class, or what I been reading at home during my homework.

About the Diagram note-taking and/or mind map note-taking, on my opinion is the more direct and effective way to breakdown the most important part of a test as it focus in topic, main points and sub-points.

I found interesting Finding information / Research skills as this academic skill helped me to understand which information fake and which information are not and can be trusted.

Conclusion:

I would like to conclude by saying that academic skills are crucial for current academic success and future personal growth.

The skills, such as note-taking, summarizing or finding information/research skills are essential for deadlines, making good assignments and general challenges.

Reflecting on the past three months, even I made some progress, there is much more I could have done to make myself more prepared

I could have taken more notes, which could of be useful for my learning, or trying to be more focus during the class, punctuality and consistence attendance

Action plan:

Once the next term will start, I will make sure to improve my weaknesses with discipline and good habits.

As first, I will focus on time management by creating a study schedule making sure I will find the time to study, attending classes and completing assignments on time.

That will be good for someone like me that delay and delay also important tasks.

Additionally, I will try to use the pomodoro strategy, by focusing 25 minutes and taking 5 minutes break, I was a bit sceptical, but one of my classmate told me it works, while I did not use it, so I will definitely try that also.