

Reflective Report

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Academic skills

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Table of Contents

1. Introduction	p3
2. Finding information and research skills	p3
2.1. Reputable online news sources	p3
2.2. Academic publications	p3
2.3. TV, radio, podcasts and online media	p4
2.4. Personal and company blogs	p4
2.5. Conference speeches	p4
2.6. Dictionaries and encyclopaedias.....	p4
2.7. Industry experts.....	p4
3. Note-taking skills.....	p5
4.Paragraph writing skills	p6
4.1. Beginning (Topic Sentence).....	p6
4.2. Middle (Development and Support).....	p6
4.3. End (Conclusion):.....	p6
5. References.....	p7

1. Introduction:

To do well in your academic journey and your future career there are some essential skills that you must learn and apply during your journey. I am going to explain the 3 most important skills here in this journal. First, **finding information and research skills** that are all about knowing how to look for more accurate information, whether in books, online, or other sources. This helps you gather the right facts and data for your specific projects. **Second, Note-taking skills** involve writing down important points during lessons or when you are reading an article. Good notetaking helps you remember what you have learned and makes studying easier. Third, **Paragraph writing skills** are all about putting your thoughts together in a clear and organized way. This means writing paragraphs that make sense, are easy to read, and get your point across.

1. Finding information and research skills

Nowadays we have many sources of information around us like social media platforms, google, library, newspaper, magazines, radio, television, etcetera ...

But not all of them are reliable! Especially everything we see on internet platforms are thoughts from common people and everyone can post their opinions easily there by making an account, and you can find a lot of false information around internet that is not based on knowledge and experience.

In the case of academic research (University of Esses, 2016) announced 7 most reliable sources for students that they can trust them and get the most accurate information from there. And they are listed below:

2.1. Reputable online news sources

When you're working on a research assignment, make sure to use news sources that are known for their reliable articles. A good way to tell if they're trustworthy is if their scientific and business articles have references and links to the original data or research.

2.2. Academic publications

Academic work that's created and reviewed by experts using clear methods and easily accessible data is often very high-quality and useful for supporting your opinions. You don't have to look far to find these kinds of articles; Google Scholar is a great tool for finding articles, abstracts, theses, dissertations, and more.

2.3. TV, radio, podcasts and online media

TV documentaries, radio shows, factual podcasts, and online lectures like TED Talks are great alternatives to traditional research methods. Quoting a speaker can be just as valid as referencing written sources, as long as you always cite them properly. But don't think you can just watch hospital dramas and expect to find useful information for your Public Health assignment!

2.4. Personal and company blogs

Blogs from companies or individuals can give you lots of updated info about a specific industry. With a quick online search, you can find opinions, interviews, research reports, and more. But be careful, many blogs are written by marketing teams or people with their own agendas, so they might be biased. Always read carefully and critically before using the info in your assignment.

2.5. Conference speeches

Going to conferences is a great way to learn more about a subject. You get to hear experts speak, which can really boost your knowledge. Plus, you can use this information in your essays or projects. It's important to take good notes during these conferences so you can remember and accurately quote what the speakers say. Make sure to include detailed information about the conference and the speakers in your bibliography when you reference it in your work. This helps show where your information comes from and gives credit to the original sources.

A lot of conferences also publish their slides online after the event. This makes it easier for you to refer back to specific points and ensure your citations are correct. By attending these events and using what you learn in your assignments, you can add up-to-date and expert knowledge to your work, making it more credible and insightful.

2.6. Dictionaries and encyclopaedias

It might look like the internet has made those big, heavy paper dictionaries and encyclopedias unnecessary. But the information in them is still very important. Online versions of these books can give you clear and unbiased definitions of ideas or concepts. They offer reliable information that you can trust and use as a solid foundation when discussing different points of view.

2.7. Industry experts

Interviewing an industry expert shouldn't be done when you're close to a deadline, but if you have extra time, it can be a unique way to learn about a topic or business. Although setting up the interview, preparing questions, and writing down the conversation takes effort, it offers exclusive knowledge and networking opportunities within your industry.

3. Note-taking skills

Taking notes is important for academic journey because it helps you understand and remember what you're learning. Instead of going through all your class slides one by one, you can just look at your notes to find important information. This makes studying for tests and doing assignments much easier.

Reviewing your notes regularly also helps you remember the information for a long time.

According to Boyle and Forchelli (2014), taking notes helps you focus during class and remember information longer. So, getting good at taking notes is helpful for both academic journey and work industry.

Visual notes, like drawings, help you remember things better by turning words into images. Visual notes help you remember shared or experienced information. Information loses its value if it can't be remembered, so visual notes ensure it retains value over time. (Mills, 2019, p.8)

There are different ways to take notes, such as using the Cornell Method, Tabular notetaking, making mind maps, or using short forms and symbols.

In this workbook we going to explain a few important tips for taking notes from a text or journal.

First, read the text several times. Look for the main ideas and pay attention to hints, like the title.

Take notes in a new style you haven't used before, like making diagrams, and only include the ideas from the text. The aim is to be able to explain the text just by looking at your notes and at the end compare your notes with the main text and you will notice that your notes have the same concept as the text but you have the simple short and clear form of it and it is easy to remember and share.

4.Paragraph writing skills

A paragraph is a bunch of sentences that all focus on one main idea. These sentences work together to explain the writer's thoughts on that topic. Every sentence in the paragraph is connected to the same idea, making it easy to understand what the writer is trying to say.

A paragraph typically has three main parts: the beginning, middle, and end. These parts are known as the topic sentence, development and support, and conclusion. (Ellis,2022)

4.1. Beginning (Topic Sentence) This is where the paragraph starts. The topic sentence introduces the main idea of the paragraph and tells the reader what to expect. It's like the headline of a news article, giving you a preview of what's coming.

4.2. Middle (Development and Support) This is the main body of the paragraph. Development sentences explain the main idea in detail, and support sentences provide evidence or examples to back up the main idea.

4.3. End (Conclusion) The paragraph ends with a concluding sentence that ends up the main idea. This part summarizes the key points of paragraph or connect it to the next paragraph.

5. References:

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