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Component 2 Coursework Group Report: Teamwork Skills and Note-Taking Skills

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1. Introduction – Aissata M

1.1 Teamwork skills play a very important role in both academic and professional environments, helping individual to work together effectively to achieve shared goals. This report will examine the abilities that facilitate effective teamwork including communication, collaboration, problem solving and respect for the opinions of the others. It will look at why these skills are important, how they lead to a favourable group outcome and how they can be developed and improved. Understanding the value of teamwork skills, individuals can participate more confidently in group task and contribute to a productive and supportive working environment.

1.2 Note taking-skills are essential for students to understand, organise and remember most important information. This report will explore what good notetaking is about and why it is a valuable skill in academic writing. It will go over how taking organised and clear notes facilitates better revision, help concentration during class and make it simpler to recognise key ideas. The report will also look at different note-taking methods and how they can be used to improve learning routines. By developing good note taking-skills, learners can manage information more effectively, confidently and achieve better academic achievement.



2. Definition of the skills: Simona V 2416074

2.1 Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in an effective and efficient way. Team works skills refer to the set of abilities that allow individuals to work collaboratively toward shared goals (Oxford Dictionary, 2024).

2.1.2 Teamwork skills refer to a collection of qualities that allow you interact with others in different scenarios, meetings and projects in an organised manner and with empathy (CIPD, 2023). Since it enables them to collaborate with team members to accomplish the organization's objectives, persons with maturity and people skills typically have strong collaboration abilities (Robbins & Judge, 2020).

2.1.3 The key components of teamwork skills include clear and efficient communication, active listening, collaboration, problem-solving, respect, empathy, trust, responsibility, leadership, time management, adaptability, emotional intelligence, organization, planning, delegation, feedback, support, and critical thinking (Hughes & Jones, 2011; Goleman, 1998).

2.2 Notetaking is the process of recording information, thoughts, and insights from many sources in a brief and organised manner. It involves actively digesting and summarising information to make a written record that can be referred to later for studying, reference, or review. Note-taking is important for students because help you for better understanding and putting together what have you learning. The most important essential elements of notetaking are active listening, review important points and paraphrasing. These elements help you achieve your knowledge and be more encourage learn more and think critically.

Key components include:

- ✓ *Active listening*: engage actively with the speaker or material. Listen attentively, read carefully, and think critically about the information being presented. This active involvement enhances the quality of your notes.
- ✓ *Focus on main ideas*- Prioritise capturing the main ideas, central concepts, and key arguments presented. Distil complex information into concise summaries that convey the essence of the content.
- ✓ *Review and Revisiting*: Taking notes is an essential component of the learning process rather than a stand-alone activity. Reviewing and revising notes at regular intervals strengthens memory retention, clarifies areas of confusion, and supports exam preparation. This iterative procedure adds to a full grasp of the substance.
- ✓ *Organization*-Makes notes easier to follow and use later.
- ✓ *Clarity and conciseness*-Using your own words, abbreviations and symbols to keep your notes brief but understandable. (Stahl 2014, Cottrell 2019, Eggert and Williams 2013)

3. Importance of the Team Working Skills: Monika K 2429802

3.1 Teamwork is a highly desirable skill and is included in many modules at university. Group presentations, reports and ultimately group projects allow students the chance to share knowledge, and debate and discuss in an open environment (Hansen, 2013). Belbin (2010) states that a good team is one that has a mutual understanding of how to work together, allocates tasks based on strengths, co-ordinates deadlines, and integrates different perspectives. Well managed teams are more likely to meet deadlines, have higher grades, and have a better understanding of concepts (versus rote learning) after explaining them to each other.

3.2 Group work can also help build self-esteem and a sense of belonging to the academic community. International students and first-generation students may rely upon their peers to learn about academic practices, to learn about academic policies, and to use online learning platforms (Thomas, 2012). When groups of peers who have different accents, cultures, and learning styles support and do work, that action can improve wellbeing and retention, but that action can also decrease motivation and grades because some loaf or teams have conflict. Clear communication, regular feedback, and agreed expectations are essential for successful teamwork according to Hansen (2013).

3.3 Employers consistently list teamwork as an important graduate skill because most work takes place in teams in large organizations (CBI, 2019). Cross functional teams which include marketing, finance, operations, and technology experts help increase productivity and innovativeness when they combine specialists' different areas of expertise so that they solve complex problems facing customers. Performance tends to improve when responsibilities are shared, conflict is managed in an effective way, and common goals are a focus (West, 2012). Teamwork has also been linked with increased employee engagement, as people become more engaged when they believe their colleagues are listening to them and supporting them.

3.4 Developing time management skills in terms of allocating time to peers, note-taking in meetings, or learning basic project-planning skills through group activities helps with dissertation work and future employment (Race, 2020). It helps regarding skills such as teamwork, leadership, and negotiation. Teamwork skills help students perform better academically. Teamwork skills also prepare students for their careers and create personal growth when they work together with others.



4. Importance of Note-Taking Skills: Florian T 2513665

4.1 Students take effective notes using an essential skill because most teaching at university occurs through lectures, seminars and independent reading. Students must process large amounts of information in a short space of time so they probably cannot remember everything during a lecture. Note taking is effective because note taking requires learners to identify arguments and appropriate supporting examples and evidence (Cottrell, 2019). It does not mimic the text on the slides. This promotes active listening and higher-order cognitive skills. These skills are associated with better test performance. Organised notes are useful when revising for exams since students can review concise notes instead of searching through hundreds of pages of books at the last minute (Wingate, 2015).

4.2. Note taking that is good promotes understanding not just remembering students who summarise draw simple diagrams and generate keywords are more likely to engage within the comprehension process (Brown Roediger and McDaniel 2014). This means that lectures become the first stage of learning rather than the only opportunity to meet content, and the notes are a record of progress. Returning to previous pages allows students to have a record of their own understanding and vocabulary which is useful for many types of reflection.

4.3 Casual note taking remains popular in business. Meetings, seminars, and phone calls with customers generate instructions, decisions, and deadlines. When told to do so, employees take better notes. Clarifying and recording details helps lower the risk of mistake within a business challenges. This makes it easy reliability and trust with managers and coworkers (Mackiewicz, 2018). In project teams, minutes can be used to capture actions and hold group members accountable. In a customer facing role, having notes about previous conversations enables employees to refer to previous topics, preferences, and complaints to improve service.

4.4 Also, in a range of professions, such as health and social care, business management and finance, note taking for legal, moral and quality assurance purposes is a regular requirement, making the ability to listen, summarise and write accurately and quickly a core employability skill (Andrews and Higson, 2008). Note taking habits learnt at university and valued in the workplace are a means of career progression. The most importante way to take note is by taking note.



5. Strategies to improve Team Working Skills: Monika k

5.1 One way to ease improved group working is to replace informal talks with formal communication, where everyone within the team agrees to project goals, roles, and ground rules at the beginning of every project. This can be done by using a simple team agreement document that describes who does what and when (Hansen, 2013). Hold regular in-person or virtual meetings with a simple agenda, record decisions and decide on the next course of action This makes decisions easier to understand, make tasks meaningful and motivates reserved members to participate when they know it will be done (Thomas,2012). Clarity can be improved by using group-level chats and technologies that let a person see a documents progress.

Another method is to consider roles and interpersonal roles to encourage cooperation among team members. Belbin (2010) behave that an effective team consists of members who enjoy discussing ideas, managing details, ensuring quality and support. With this method, professionals and students can encourage one another to explore taking on positions in which they feel most at ease and exchanging roles while providing helpful assessment's team can improve each task or project by reflecting on what went well, what was challenging and what needs to be changed for the future(Race,2020).The insuring patterns foster psychological safety and trust among team members, making is easier for them to collaborate while resolving conflicts or concentrating on common objectives.

5.2 A second way is to think about roles and interpersonal roles, so team members co-operate. According to Belbin (2010), an effective team includes people who like to talk through ideas, control the detail, check quality and build relationships. This approach lets students and staff challenge each other to try taking roles they feel most comfortable in and switching roles, offering constructive feedback. Reflection time around what went well, what was difficult, and what should change next time enables the team to improve upon every task or project (Race, 2020). The resulting patterns build trust and psychological safety within the team, enabling the team to work together more easily when resolving conflict or focusing on shared goals

6. Strategies to improve Note-Taking Skills: Florian T

6.1 The use of a note-taking system may help avoid long written passages. For example, the Cornell method may be used, which is recommended for students and professionals. In this method, the paper is sectioned into a main notes section, a keywords section and a summary section (Cottrell, 2019). Notes in the body may contain figures, diagrams and bullet points. Questions and keywords are placed in the edge and a summary at the end of a lecture or meeting is placed at the bottom of the page. This makes easy active review and makes editing and taking follow-up notes much simpler.

6.2 As a second example, better retention can result from creating and incorporating handwritten or electronic notes using the techniques of spaced repetition and distributed practice. Before a class, presentation or meeting, someone who quickly look at agenda, previous notes or previous reading will feel more familiar with the subject.(.Brown ,Roediger, and McDaniel,2014).Instead of trying to transcribe every word, this makes it simpler to select the most crucial points for consideration .Afterward, spending ten to fifteen minutes filling in the blanks and emphasising key points aids in memo ration. If habits are sufficiently automatic. Digital tools loke note-taking applications, cloud storage and tagging systems can also be successfully used (Mackiewicz,2018). With time, the use of these aids may change note taking from an episodic effort into a learning and communication practice.

7. Conclusion – Aissata M

7.1 In conclusion, this report has shown the importance of notetaking and teamwork abilities for academic success as well and professional settings. Communication, cooperation, problem-solving skills, and the ability to listen to and respect others are all necessary for teamwork. These skills help people to collaborate more successfully and create a positive group environment. Students are more likely to participate confidently in group projects, exchange ideas, meet deadlines, and produce better work when they have strong teamwork skills. These abilities also help with the development of a welcoming classroom where a variety of experiences, talents, and opinions are respected, which boosts confidence, motivation, and overall achievement.

7.2 Similarly, taking notes is an essential skill that helps in learning by helping students in understanding, organising, and retaining crucial information. Instead of just copying what is said, taking thorough notes encourages critical thinking and active listening. Greater understanding and exam preparation can be achieved through the use of structured methods, frequent notetaking, and summarising important concepts. These practices also apply to many professions, where taking precise and understandable notes is important for decision-making, accountability, and communication.

7.3 When combined, note-taking and teamwork abilities give students useful tools that improve their academic performance and future employability. By improving these skills, students have the opportunity to manage information better and contribute

positively to group settings. Growing these skills helps with long-term personal and professional development in addition to improving learning.

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