

LCLM4001 Academic Skills

ACS report 1

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Introduction

In this reflective report, an initiative has been taken to elaborate on the ways my learning experiences have contributed towards my development of academic writing, note-taking and referencing skills while taking part in the academic skill module. In order to elaborate on my learning experience, I will utilise Gibbs reflective cycle which is one of the most commonly used reflective models that allows individuals to identify their strong capabilities and areas of improvement by involving in six stages which are description, feeling, evaluation, analysis, Conclusion and action plan (Adeani *et al.*, 2020). The reflective report will focus on offering a Critical reflection on the ways I have developed each skill while taking part in this module.

Description

Taking part in the module of academic skills has been beneficial for me in terms of developing my skills such as **academic writing, referencing and note taking skills**. Initially, I was facing challenges in terms of developing a clear structure of my thoughts even identifying reliable sources for citing them properly. I have successfully completed a research based essay in this module where I have gained various knowledge and information regarding the proper structure of the writing. We have engaged in various exercises which were mainly focused on enhancing my note-taking skills where I utilised the Cornell method even though it was new to me I gathered beneficial information from the mentor (Her *et al.*, 2021). Furthermore, I have also learned about new Strategies for improving summarising and paraphrasing skills. All the tasks of this model were beneficial in terms of eliminating the gap which was present in my academic abilities.

Feelings

After attending the classes of this module I was feeling uncertain and discomfort initially as it required me to work on my area of improvement for improving my academic skills. Before taking part in this module, for me, note-taking was all about writing about the lectures word for word which prevented me from gaining knowledge regarding the significance of summarising or paraphrasing the information successfully. Likewise, academic writing was quite daunting for me as I used to struggle to form a structured and coherent sentence. Furthermore, I have been facing major challenges in terms of performing effective referencing as it got me confused between reliable sources and distinguishing between the various styles of citation. However, after ensuring consistent practice I have progressed towards improvement and have enhanced my academic skills.

Evaluation

Participating in the activities of the module on academic skills has offered me various opportunities where I have refined my academic skills. In the note-taking class, I have focused on the main points and themes while I have written all the important things in my notes utilising the Cornell method, which involves categorising the notes into different sections such as summary, cues and notes. As a result, it allowed me to organise my thoughts in a systematic manner. Furthermore, I have gained knowledge regarding various styles of citation in the referencing session like APA and Harvard. I have practised the different styles over and over for normalising it and retaining the

information for a long period of time. However, the thing that did not go well was I was facing major challenges in terms of adopting the critical approaches of academic writing. I was facing difficulties engaging with the study materials to gain in-depth knowledge from it while evaluating and analysing the sources as I was mainly summarising the whole information. Even I have faced difficulties in terms of rewarding critical terms without losing the clarity or the original meaning of the sentence.

Analysis

After evaluating my learning experiences, I have analysed that note taking was not about copying the lectures which were said in the class. It was actually structuring and summarising the notes which will allow individuals to look back on the important information within a short period of time (Wolters and Brady, 2021). This new approach towards note-taking has enhanced my overall level of retaining the information for a longer period of time. Furthermore, I have gained knowledge regarding the ways detailed and structured essays are written. I have realised that it is important to focus on developing a stronger thesis rather than focusing on listening to the facts as it will allow me to enhance my overall academic writing by increasing the quality of my project, essay, and reports. Even my writing has become more up to the mark as I utilise various data while ensuring an argument-driven style rather than focusing on offering basic descriptions. Similarly, I have gained knowledge regarding the key technique for enhancing my differencing ability while focusing on learning the significance of consistency and accuracy. practising the different referencing styles over and over for reference lists and In-text citations has allowed me to present my sources in a detailed and structured manner (Giampalmi, 2021). However every now and then I make mistakes but I feel I have increased my efficiency in terms of referencing and I am very aware of the ways referencing is essential for preventing plagiarism.

Conclusion

Based on the above analysis, it can be concluded that the module of academic skills has benefited me in various ways in terms of enhancing my academic skills, especially referencing, note taking and academic writing. I have gained knowledge regarding the significance of ensuring a systematic manner within my information while providing authentic details to make it more meaningful and credible. My academic writing has become more critical, detailed and structured as a focus on offering various arguments and details which helps to enhance the owner's authenticity of the information.

Furthermore, I have improved my referencing skills which allows me to prevent plagiarism and even I am more confident in terms of utilising different styles of citation. Even though I have made impressive progress in enhancing my academic skills, there are some areas of improvement which I need to work on to ensure future growth in terms of my career. I need to work on analysing reliable and credible sources effectively while refining my critical thinking ability. I need to be diligent by double-checking to prevent minor errors in my citations.

Action Plan

In order to work on my areas of improvement I need to utilise endnotes to ensure more accuracy in my reference list and citations. Even I need to focus on utilising a systematic review procedure where I can organise my main ideas and themes effectively while ensuring uncountable reviews conveniently. Furthermore, I need to focus on ensuring critical analysis in terms of developing arguments in my information to make the whole essay or report authentic. I will even join online courses to learn about the beneficial techniques for enhancing my critical thinking ability while taking constructive feedback from my mentor or peer and tracking my progress. All these efforts will allow me to progress towards my future and become a more effective and confident learner.

Conclusion

The main focus of this reflective report was to elaborate on the ways my learning experiences have contributed towards my development of academic writing, note-taking and referencing skills while taking part in the academic skill module. I have utilised Gibbs's reflective model for elaborating my experiences.

References

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