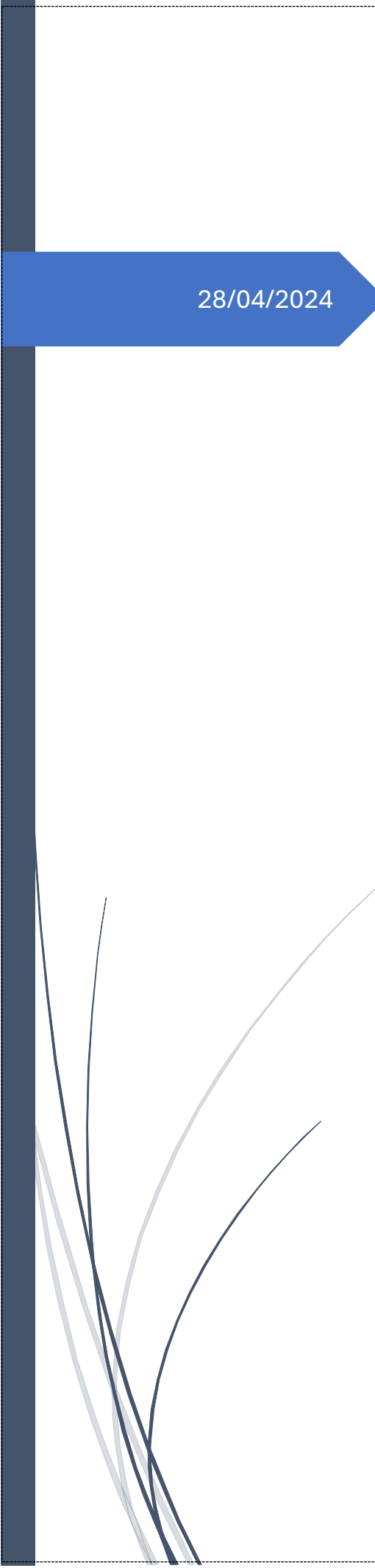


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28/04/2024

Reflective Report

Academic Skills

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SAMUEL D'ELIA

UNIVERSITY OF WALES TRINITY SAINT DAVID (LONDON
CAMPUS)

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1.

Introduction

For my reflective report I decided to speak about what I learned during the first academic year: Note taking, Paraphrasing and Academic Writing Skills which I divided in three sections, each one having a small introduction, few examples, and conclusions. As a reflection on this report, it will allow to identify and improve different skills that it will help to process and learn from them. This process can help us to understand why and what could be better on reflecting learning, focused always on the development of our critical learning through different process of analysing the strengths.

2.

Notes-Taking

2.1. Defining notes-taking

As Dorothy, B. and Elizabeth, W. (2020) saying: - Taking notes is an important part of an effective study strategy, because they help us to improve our understanding abilities about a subject, in a classroom session, by reading a book, a journal, and convert difficult ideas into our own words. They help us to be prepared for writing essay, reports, exams, assessing our own progress while we study.

2.2. Description

After i attend to my first notes taking class, with Laila Maazouz, i realise there are several techniques of notes taking which i never heard about it. I was impressed to see how many techniques are available. I learn about high lighting, tabular note taking, diagram note taking, cornel note taking, linear note taking, etc... our teacher Laila told us to read an entire text, then start high lighting what we think it is important in that text.

2.3. Feelings

When notes taking class has started, i didn't understand why they give us this course, when i know how to do a homework assignment. I was feeling strange and as a person which is wondering, what she doing here"? After class i start to feel frustrated because i didn't know till

that moment of others notes taking techniques. I realize as well, that my colleagues, the majority they know about the others note techniques.

2.4. Evaluation

The good think is how the teacher show us how to highlight a text, extract the key points or organising the main ideas. Better than peacefully listening in class, doing an active learning, and creating good notes, which we will have it for a later record review, and to help us to learn the material which we will be studding.

2.5. Analysis

The perfect notes taking technique doesn't exist, the most efficient notes taking technique doesn't exist. It is depending on the reader or the person how much is actively involved in the studying process, how effective it is when during a class session, reading a book, or listening a speech and extract the main ideas, later summarising and organising all his notes which has been taking during the different process he had been used. Different styles can be used in different situations, but all them needs to be reorganised and summarised.

2.6. Conclusion

I feel frustrated when i come to university, because the teacher was speaking to fast, and I was losing a lot of information. After I attend to notes taking class, I feel more confident, because now i know how to use different techniques of notes taking, which they help me to be more effective with my studies in the future. In my analyses which i done above about few notes taking technique, depending on the situation and which one suit better for my studies. In conclusion the good think is now i can take notes in the class and extract the key points easier.

2.7. Action plan

My action plan is to do more practice in the future to improve my notes taking and maybe design my own technique and to identify immediately the: (lecturer, time, velocity of the speaker), to be able to decide which type of note taking to use, at the right moment.

The Open University (2024) Introduction: Note-Taking techniques. Available at: <https://help.open.ac.uk/notetaking> (Accessed 24 March 2024)

Dorothy, B. and Elizabeth, W. (2020); Study Skills for Foundation Degrees. London and New York.

Stephen, B. (2015) Academic Writing; 34-38, London and New York.

3. **PARAPHRASING**

3.1. **Defining Paraphrasing**

Paraphrasing strategies it may be a simple restatement of an original text, a phrase, a sentence, with own words, by changing the order of the words, changing the form of the words, or by writing a sentence in own style by using different words than the original text.

3.2. **Description**

Paraphrasing was something new for me, because i never heard about it till this course. At beginning i didn't understand his meaning. Of course, paraphrasing is using own words to reformulate someone else's idea without needs to deviate from the original meaning of that text. For example, after reading a text or citation from another writer, transform and add something new to his idea in and with our own words.

3.3. Feelings

I was feeling very happy doing paraphrasing in class and at home, playing with the words, changing the order of the words, using synonyms, etc., for me is one of the nicest experiences i ever had in academic skill class. Both teachers, Laila and Sam show to different styles and techniques how to do paraphrasing, was impressive and we had a lot of fun during this class.

3.4. Evaluation

The good thing in paraphrasing is to explain or simplify something which we have read and demonstrate that we understand that idea in our own words, or we can share another's ideas in our own words. This process, making us also, a better learner, writer and how to be a good communicator.

3.5. Analysis

Paraphrasing involves putting a passage from source material into own words. Usually, a paraphrased passage it is shorter than the original material, by considering slightly of that segment, representing the source. So, in analysis new ideas are created from the main source.

3.6. Conclusion

After the paraphrasing class, I feel more confident to write reports and essays, because now i can avoid plagiarism, by using different methods of paraphrasing. Was a little difficult at the beginning because I couldn't understand how paraphrasing is working, but after class session and reading few books, now i know how to paraphrase sentences.

3.7. Action plan

My action plan it is to read and learn by extracting main idea and put in my own words with my own idea without leave or lose the original idea which was writhed by the author, and demonstrate my understanding to others readers.

Henry, C. (2017) Paraphrasing Strategies. Great Britain: Basic Book.

Stephen, B. (2015) Academic Skills. Pages 45-47, London, and New York

Emily, K. (2006) Summarising, Paraphrasing and Retelling. Portsmouth, USA

4. Academic Writing Skills

4.1. Defining Academic writing skills

The purpose of academic writing skills involves a type of writing at a highest level, which require a better language and a better writing skill. It can be used for writing reflecting reports, essay, presentations, or case studies for universities, at work, which demands a better or a continuously advance and learning from the students or from the writer.

4.2. Description

Academic writing skills class i see it difficult for me yet, i still can't find it easy doing to grammatical and the order to find the right words in the necessary paragraph when i'm writing. The research i done for this section, i use Steven B., Academic Writing 2015, or Dorothy B., and Elizabeth, W. Study skills for foundation degrees 2020.

4.3. Feelings

It is very difficult for me to express my feelings regarding the academic writing skills subject. First i feel very frustrated due my English understanding it is very low, and a part of this report for example still don't understand if is done correctly. I never done a reflecting report in england or even in Rumania where is different form here.

4.4. Evaluation

Evaluating Steven, B., and his work on Academic writing skills 2015, i can say it is difficult to me and i still need practice to read and understand his academic English. I read Financial Times as well, and i realise it is a very high level of academic writing which it took time to read, and i must use google to look in Cambridge dictionary to understand the meaning of those words.

4.5. Analysis

I couldn't understand to much as i wanted, because i didn't take to many notes in class. The teacher was passing next subject to fast for me. I learn something new, but not enough to confirm 100% my outcome from this weekend course. At home it is not time for studying due my working hours, which take me about 14 hours daily.

4.6. Conclusion

In conclusion, i need more hours in class to prepare my academic writing and spend more time doing research and read many journals. It is a difficult subject which needs more hours in class, and it will be better if there was more example to practice with the teacher.

4.7. Action Plan

My action plan is to ask the teacher to do a review for this subject, to do some practice how to write an essay, a reflective report, or a report.

4.6. References:

The Open University (2024) Introduction: Note-Taking techniques. Available at: [https://help.open.ac.uk>notetaking](https://help.open.ac.uk/notetaking) (Accessed 24 March 2024)

Dorothy, B. and Elizabeth, W. (2020); Study Skills for Foundation Degrees. London and New York.

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