

# **Reflective Report**

LCLM4001 Academic Skills

## **ACS report 1**

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**Total words - 1576**

**Introduction - 125**

**Conclusion - 92**

## **Introduction**

I have joined this school with the hope that I will be able to develop myself and accumulate as much knowledge as possible. I can say that after finishing the academic writing module, I have managed to improve my skills and become more confident in what I am doing. Therefore, this report shows how important skills like note-taking, summarizing, and finding information come together. By taking detailed notes, I was able to capture the main ideas and important details from different sources. Summarizing those notes helped me break down complex information into simpler points, making the report more focused and easier to follow. I also used various methods to find reliable sources. These combined skills helped create a clear and well-rounded analysis of the topic.

## **1.Note-taking**

### **Description**

Going through the notes I have taken during the Academic Skills class, I have realised how useful this skill can be for me, to significantly improve my attention and my capacity to retain as much information as possible. During the lecture, we learned different techniques of note-taking, namely highlighting, diagram, tabular, linear notes, and one which I found very useful, the Cornell method. We watched videos and listened to podcasts which were very interactive and went into more detail about all the techniques. I could classify this skill as one of the most important in the Academic skills class.

### **Feeling**

I have significantly improved my learning process and I found the note-taking skill very important to my future lectures. I am convinced that this will help me develop my ability as a student. All techniques were useful in their own way. It helped me to question more and to have a good review of the information.

## **Evaluation**

At the termination of the note-taking class, I realised I was missing one of the key factors to improve and develop my skills. However, from all the techniques I found only one useful to me that suited my needs which is Cornell note method. This skill will be essential to me as a learner because it showed me how important is to summarise information and review it easily.

## **Analysis**

The Cornell note method the one which I found to be very useful for me was developed by Walter Pauk at the university which holds the name of the method Cornell University in the year of 1959. It is one of the methods which is still quite popular to this day. It helps to make a better structure of information and review it later. It also recommended to question more and summarize what's being taught. It divides the pages into 3: Cue column where we can write the purpose, content, and questions which are talked about. Followed by the notes column where main points of information are taken from the class or highlights from a text. And lastly, a summarize at the end of the page of what happened during the session. All this is making it easier for me to review before an exam.

## **Conclusion**

The Cornell note method is a very useful tool to organize and structure important information, improving understanding and retaining as much information as possible. It creates good habits which can benefit in creating a good practice for learning. Overall, helped me to have a better understanding of the essential ideas.

## **Personal Action Plan**

To conclude, I will pay more attention to class and improve my retaining skills. I will also work on highlighting key information from texts and try to use also in daily life.

## **2.Finding information**

### **Description**

During the lecture on finding information, I learned how to effectively locate, evaluate, and use different types of information to support my learning goals. We have been taught how to navigate and utilize various research tools and databases, such as library catalogues and academic journals. A good method of finding accurate information is the CRAAP test. The test is helping me to find reliable and accurate information and help in giving evidence in writing.

### **Feelings**

Nowadays I find this skill very useful and practicable due to the amount of false information which is available when researching a database. This skill is essential to me to have a better understanding of getting reliable source of information.

### **Evaluation**

It is critical to find credible and reliable information and know how to separate the truth from misinformation which can be spread easily. At the end of class I have learned to apply the CRAAP test and ensure that I can make informed decision about the sources I can use and ensure that I am using credible and reliable information. Although I find this a long process, I find it essential to provide true facts and give evidence-based arguments.

### **Analysis**

The CRAAP test which consists of 5 criteria of Currency, Relevance, Authority, Accuracy and Purpose is a tool used for evaluating sources of information to ensure the credibility and reliability of the information found. By applying this test I was able to assess the quality of the sources which I was considering to use in my academic work. After this, research for me was easier and was more confident in my work. I have learned to provide evidence from different credible sources and use online libraries. This skill has enabled me a filter to make my work credible, reliable and evidence-based.

## **Conclusion**

After I started using the CRAAP test I was able to develop my skills in evaluating sources of information and improved my techniques in research. I was able to recommend a reliable source and provide a different approach to ensuring the quality of the information. It helped me to understand all the types of sources and how to find relevant sources.

## **Personal Action Plan**

I will check every information I doubt and, I find important to know. I will look for credible sources and not help in spreading misinformation.

## **3. Summarizing**

### **Description**

When we looked at the summarising skill in class, one which I was looking forward to it, we learned why and when we need to write a summary. As students, we could be asked in the future by lecturers to summarise a text or take the main points from a book and refer to it. We were taught how to do this, following some important steps like read, write, check, revise, and give reference. Applying these steps it helps us to ensure that we are compacting the main ideas of a text or source into a concise and clear form while retaining its essential meaning. We have performed different activities in the class, where we were required to carefully read and listen to fully understand the material before trimming it. It's commonly used in literature reviews, note-taking, research reports, and when synthesizing information from multiple sources.

### **Feelings**

Learning how to summarise is a skill essential for analysis and critical thinking. It has helped me to develop my communication skills and made me become more efficient in focusing on those ideas which are most important. It has changed my approach to research when having to deal with a large amount of information.

## **Evaluation**

To have the ability to effectively dissect and compact information we have to assess several key aspects of evaluating summarizing skills. These key aspects are: Read, write, check, revise and provide evidence. By doing all this, at the end of the class I was able to condense the main ideas of a source or text into a clear and compact form while keeping its essential meaning.

## **Analysis**

The key aspects are essential in identifying what can be important, in evaluating and analysing the information and help with owning a short and accurate useful source which has been compacted. The quick steps such as 'read' where we have to pay attention to make sure we understand the main ideas. The second one 'write' is where we have to list the main points and summarize by focusing on the same structure. 'Check' is to ensure that there are only similarities between the main ideas of the summary and the original text. 'Revise' and 'reference' are needed when the text is not much different from the source and we can paraphrase it, give in-text quotations and provide references at the end.

## **Conclusion**

I find this skill as being one of the most important to learn, because it incorporates other skills like note taking and research report. This will also help me to improve my time management as a good summary to recap can save a lot of time. And secondly, is essential in critical thinking and improved my attention to details, which can maintain ideas or staying on the subject.

## **Personal Action Plan**

I will continue to work on my research and present my studies in a concise and clear presentation. I am certain this skill will help also in the future and I will try to take full advantage of it, now that I have the knowledge.

## Conclusion

In conclusion, now that we have finally come to the end of this report, it is evident and crucial to say how important the use of skill like note-taking, finding information and summarizing, have played to help me get a good structure and define this report. In this analysis, each one of these skills has played a role, that one with the other can only help to improve each other. Altogether, they were instrumental in transforming a broad array of information into a focused, clear analysis, highlighting their importance in this research.

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