

## **Reflective Report**

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### **Introduction:**

This is the module that helps students to increase and address their knowledge about academic writing, note taking, summarizing, and reflection by using Gibb's reflection model, also we viewed academic writing and referencing by use Harvard method.

Academic skills are essentials in higher education to tailoring your skills and the experience achieve the maximum results, as they are the base to build a good academic career, rules such academic skills for students or work standards, methods are important in life, work, university journey and society.

I my report we will get into the strategies and benefit about Note taking, Summarizing, and referencing, we will see some of my valuable time management skills. Also, there will be as well a student's point of view with all the good skills and vulnerable points.

### **Description:**

#### Note taking

During my academic journey I discovered many challenges in note taking. At the beginning of this module, I was not able to take notes compared to now, they were missing structure, and the main idea was not clear, and the key points were not analyzed.

#### Referencing

The skills of referencing and Harvard referencing style learned in weeks three and four were crucial to write all my assignments and presentation did until now. Academic writing is an approach, is used from students in University and schools, also is used by experts to do publications in academic journal or book, as is a clear formal language we do not need to use slang words or colloquial words. Creating a reference in Harvard style referencing is an author/date method. Sources are referenced in text on your assignment by giving the author(s) name followed by the publication date at the assignment's end. All

other details about the publication are given in the list of references or bibliography at the end, for example: journal/ magazine article: Website or library database (Author Year)  
Example from website (Spruit 2014) Author(s) surname(s), Initial(s). (Year of publication).  
Title of article. Title of journal volume number issue/number, or date/month of publication  
if volume and issue are absent page numbers if any

## Summarizing

To do a good assignment I learned in academic skills module that we need to summarize, identify the most valuable information from a text, as the paraphrase can be long same as an article, summary is short. Summarize is useful for analyze the meaning of the text, focus on the ideas and supporting ideas, there are two steps of summarizing, read and understand the text and write just the main points and list them, check and review them is essential for a summarizing to use in an assignment

## Feelings:

### Note taking skills

I found essential troughs my academic journey note-taking skills, before the module I always take note, from my job to my school, but what I learned completely changed my point of view.

Initially I was feeling overwhelmed by the difficulty of academic tasks, I was not confidence in note taking, as I never studied in United Kingdom, and may I be not capable to understand the lesson.

### Summarizing skills

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## Reference

The task of Paraphrasing sources while to avoid plagiarism was extremely difficult to afford because is not simple, is fundamental to respect Harvard refencing style standards and ensure the credibility and reliability of research findings.

## Evaluation:

### Note taking

During class lesson, we got into note taking techniques, we watched a YouTube video about all the advantages and carefully explained how students can use the Cornell method.

Cornell method is based on sharing a page of note in cue, notes and summarizing, his method helps to stay active during the lesson as can work same as a little game.

Another analyzed technique was Mind mapping, which is a diagram that helps to get all the information and to analyze it. There is a main idea in a circle in the middle of the page, and all the information needed to fit as a puzzle, needs to be more compact than the normal note-taking method, is useful to use colors.

During one in-class exercise, we read an article and did mind mapping technique and notetaking, as I found in mind mapping the most useful note-taking method that works perfectly during write assignments.

Those methods help me during my academic journey in any modules and any methods.

In class we got into lots of exercises, that was to recognize between two articles which were written in academic style.

## Refencing

When referencing If the source of the article is ensured or not uploaded is not allowed, only the articles with supporting last date of upload can be considered references. I am full reference we need to provide Autor's surname and initials, year of publication, title of the book paper or article, it is a book reference need to include place of publication and publisher. It was helpful to practice references the forty-minutes exercise online, we needed to find between the options the right way to reference.

Another aspect of referencing is plagiarism, the deliberate or inadvertent theft of intellectual property (it is always student responsibility to make sure what is written in the assignments clear and true, as plagiarism is an academic offence. To avoid plagiarism, Students, need to acknowledge the source of information referencing and improve paraphrasing skills can reduce similarity.

## Summarizing

During class activity there was an article of journal in academic style and Students needed to be paraphrasing and make the article in our words, when paraphrasing always the content need to be the same but the structure can be change and words too. Students use paraphrasing to demonstrate understanding, to avoid plagiarism, help to clarify and to contextualize articles from other authors. There are five main technique of

paraphrasing to help student to do a good paraphrasing by using synonyms, lecture suggest students to use an online website useful to found synonyms (Thesaurus.com), changing words order keeping the meaning and the original idea and words form as is not academic writing and can be used to take notes we can paraphrase by using colloquial words and clear words. Using active and passive voice and using positive and negative, as we see in class quiz activity, is important to recognize if an article is paraphrased if can be potential plagiarism and we saw us is helpful paraphrase to understand the main concept and idea of the topic.

Therefore, to do a good assignment I learned in academic skills module that we need to summarize, identify the most valuable information from a text, as the paraphrase can be long same as an article, summary is short.

### **Analysis:**

#### Note taking

Upon closer examination, I identified several underlying factors contributing to my difficulties. Inadequate time management and a lack of effective note-taking strategies exacerbated my struggles during lecture lesson, According to Drughi D. (2022), the importance of study skills for students of Higher Education and how it is important for development and further studies, Drughi, (2022). Study skills are especially important for a successful academic journey.

Kilo, (2020) remind us of the five important reasons why notetaking is essential for university students, first is learn actively, when you take notes, you are processing information.

#### Reference

struggle paraphrasing techniques and summarizing strategies. Furthermore, I decided to ask for help and focus on my knowledge until I learn all the fundamental skills, O'Connor, D. (n.d.). did this helpful article about Harvard method in text citation. Harvard referencing uses in-text citations, in an author-date format.

Sometimes you might need to reference a source that has more than one author. Or you might reference several diverse sources by the same author published in the same year.

#### Summarizing:

I found it challenging to synthesize information in real-time. Similarly, my limited understanding of paraphrasing techniques and summarization strategies hindered my

ability to effectively communicate complex ideas. Furthermore, my reluctance to seek help or clarification further impeded my progress, as I hesitated to acknowledge my shortcomings, Williamson, (2023) explain us the difference between paraphrasing and summarizing; As with paraphrasing, summarizing is an everyday skill used to assimilate information so that it may be relayed to others. Example, if you watch a YouTube video that is one and you like to explain to your friends, you may tell them in five minutes or less what it took you two hours to watch. This is summarizing in action. In academic writing, we need summary methods to give the ideas of others to support the meaning of our assignment or arguments.

### **Action Plan:**

Note taking:

Moving forward, I am committed to maintaining the momentum of my progress and further refining my notetaking. I will continue to prioritize active engagement during lectures, employing effective note-taking strategies to capture key points and concepts.

Summarizing

I will focus on developing my summarizing skills, practicing techniques such as changing sentence structure, and substituting synonyms to convey the original meaning accurately in my own words.

Furthermore, I will work on improving my summarization abilities, focusing on identifying central themes and key points while omitting extraneous details summarizing, and reference skills are fundamental to have successful academic career and to do good assignments. I found academic skills modules useful and important during my academic assignments.

During my academic journey, my intention is to improve my time references skills and. I would like to learn more about Harward referencing method by reading articles and develop my ability of referencing, to reference without many difficulties as sometimes I found.

Afterall I am proud of my studies, and I hope to show to lecture how I am dedicating and grateful to be a student.

### **Conclusion:**

## Note taking

In conclusion, recognizing the need to change note taking skills I embarked on a journey of self-improvement and skill development. I sought guidance from academic resources, attended workshops on notetaking

## Summarizing

I actively engaged with course materials to deepen my understanding. Through trial and error, I gradually honed my summarizing skills, adopting strategies such as the Cornell method and concept mapping to enhance organization and retention.

## References

Similarly, I familiarized myself with paraphrasing techniques and summarization strategies, practicing regularly to improve my ability to convey complex ideas clearly and succinctly.

### Reference:

*Drughi, D. (2022). The importance of study skills in HE for learners to enhance and develop their studies further. [online] London School of Science & Technology. Available at: <https://www.lsst.ac/blogs/the-importance-of-study-skills-in-he-for-learners-to-enhance-and-develop-their-studies-further/>.*

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