

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.

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.