

MODULE NAME: ACADEMIC SKILLS

MODULE CODE: LCLM 4001

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Introduction

This reflective paper will be focussed on how mastery of skills that I gained in this course enhanced my academic skills. Specifically, I will focus on three skills: Finding information / Research skills, paraphrasing, and summarizing. I suggest to follow the reflective model of evaluation and to define concrete steps of the growth of the given skills with high ensuing impact on my academic development as a whole.

Finding Information/Research Skills:

In the beginning, I managed to come across the required data with some difficulty and not always in a professional way, that is, I performed the search and research not always on proper and informative datasets properly. While this module has equipped me with several critical activities and assignments, I have also discovered beneficial techniques that aid me in my ongoing learning of this skill. The key point here for me was learning how to Web browsers to access academic databases and use them properly.

Through the module, I discovered fundamental databases like , Google Scholar, and books which helped in polishing my search queries and in applying refined search options of the databases to bring relevant and correct results. Moreover, I also did the learning of critically reading the credibility and applicability of materials I engage, distinguishing between serious academic sources and no credible ones.

Moreover, the module dwelt on the notion of using several kinds of sources, which included journal articles, printed books, and reliable web pages. This expanded my knowledge of the research and guided me to develop a more sophisticated technique to the acquirement of information respectively. My workplace gained see-through opportunities on the sections I needed to improve like revising my search terms or enlarging my search scope following feedback from my assignments.

However, during this module I've developed this particular skills from beginner to a good level. Having lost my ability to search for meaningful information quickly and thoroughly for some months now, I became more efficient at locating relevant resources and also in assessing the veracity and suitability of such materials for academic purposes.

Paraphrasing:

Another skill that I have emphasised has been on paraphrasing as well. The very first time I failed to paraphrase well because I lowered the meaning of the text to mine. Nevertheless, the module gave me chance to imprescindible task, as well as to get essential recommendations from my teacher to complete given task.

One of the few techniques I memorised was to read the original content thoroughly then making sure i was sure about its meaning before paraphrasing it. Thus, the technique was instrumental in my effort to express the most important component of the text correctly. On the other hand, I also learned to use synonyms and revise sentences without having altered the initial author's essence.

The feedback I got especially on the paraphrasing exercises was truly getting me on track of recognizing and mastering the mistakes like when it comes to plagiarism and still preserving the clarity and the coherency. Eventually I came to appreciate some exercises that did help me paraphrase successfully, and I could see a noticeable improvement over time. I have of late become confident to paraphrase challenging concepts using my words yet acknowledging the original source.

Summarizing Skills:

The third ability, I have acquired, is the technique of summarizing. To start with, summarizing was difficult for me as I had a thought processing issue that it to present comprehensive data in text that was concise. Nonetheless, the module instilled me in practice how I can help to enhance this skill which was instrumental in my development.

One important step was training my mind to differentiate between the main points and details of a precious text and separate them from each other. In addition, besides the evolution of the past to present point of view in the summary my focus shifted to the purpose of the summary as well as the audience making it more personalized. Moreover, I constantly rehearsed writing of summaries of different lengths (like brief abstracts and long synopsis) which helped me to become more fluent and skilled at summarizing.

I really valued both peer and lecturer assessment as I was able to correct my weaknesses to become a much better grammar sentence maker. Positive commentary from a supervisor made me pay more attention to my flaw and taught me to have coherence and relevance in my summaries.

This, in turn, has lead to my process of simplifying difficult subject matter into shorter clear and very relevant points.

Conclusion

To sum up, the work in this module has immensely increased my academic skills, such as searching information, paraphrasing and summarizing tremendously. Over the course of these practical activities having continuous feedback and practicing, I can help articulate and in my better understanding of these procedures and why they are that useful in academic tasks.

From this time on, I shall ensure that I utilize and perfect these skills in my courses and other experiences. Skills such as research efficiency, paraphrasing and rephrasing and summarizing accurately matter the most for me not only in my college and career lifetime but also in my everyday life.

REFERENCES:

APENDICES ;

The paragraph explores how homeless individuals turn public spaces into places of homelessness, utilizing hidden interaction. ~~The interconnected spaces by~~ ~~Spatial logic~~ influenced by local street homelessness regulations.

The paragraph explores how homeless individuals turn public spaces into places of homelessness, utilizing hidden interaction influenced by local street homelessness regulations

Years ago, I used to play football,
But now I can't because of my torn
meniscus

a while back I used to be keen on
football But now I don't play much
because of my injury.

Due to my injury I don't play much
football ~~as~~ to, in the past I was
Really keen on it.

~~injury~~
my current circumstances ~~is~~

ACS Paraphrasing Practice sheet (Wk 4 or Wk 7)

Follow these steps to create a paraphrase:

- 1) Underline key words and phrases
- 2) Find Synonyms – different words but same/similar meaning
- 3) Find possible changes to word order
- 4) Find possible changes to word class

1

There have never been so many opportunities to work in the environmental field. In Canada, more than half a million people are employed in green jobs, and over one hundred thousand organizations have at least one environmental employee.

Source: Suzuki, David T. and Boyd, David R. David Suzuki's Green Guide. Vancouver: Greystone Books, 2008. 125.

Paraphrase:

There have never been so many openings to work in the environmental field. In Canada, over 500,000 people are working in green jobs, and more than 200,000 corporations have a minimum of one environmental member of staff.

2

Although poor training and inadequate resources have caused many plagiarism problems, the Internet has added to the challenges. At University of Toronto, plagiarism related to the Internet increased from 50% to 99% of cases between 2000-2001 and 2001-2002.

Source: Locker, Kitty and Findlay, Isobel. *Business Communication Now*. Toronto: McGraw-Hill, 2009. 251.

Paraphrase:

Although bad training and scarce resources have caused many plagiarism issues, the world wide web has added to the provocation. At university of toronto plagiarism rel

1

a man and a woman have won the lottery. The people must be very happy and excited. This might be happening because they have changed the life for the better. They have a ton of people family reporters taking their picture they might get greedy and fight over it or enjoy the limit together with it.

