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Introduction

The definition of academic skills are as follows, abilities and strategies to help people succeed in their academic years of studies, the reason academic skills are good is because they generally build in technical subjects such as literacy, business, maths, and science which helps improve interaction with other students and to complete projects and these are some examples of academic skills, listening skills, building confidence, data analysis, written and verbal communication.

In this report, I will consider my learning in this module using Gibb's reflective cycle, the topic I will be focusing on our notetaking, reflection, and summarising.

Note-Taking

Description

In this class we learnt about notetaking and how effective it is as well as how we can use it in different ways to review our end of module report.

It happened between the period of 12th February 2024 -17th April 2024 in class WH3 onsite of the University of Wales Trinity Saint David, in Winchester house 11 Cranmer Road, London SW9 6EJ.

My tutor Lezeta Demetriou and other classmates were present during this time of learning.

I took notes down about the topics we were taught and the knowledge I gained; however, I did use diagrams referred to as maps and charts which is an exemplar of mind maps and flowcharts to structure relationships between things.

The outcome was good as some students gained new knowledge and some knew what we were learning already.

My attendance is vital for my educational growth so I could learn what to do for end of module. I wanted to get my work completed quickly as I am a fast learner and pick up on things quickly.

Feelings

I was not feeling any particular way during the study of this module because I have previously learnt about notetaking for business before. So, it did not make me worry, shy away or feel concerned, however I learnt how to use diagrams which was a bonus for me.

I felt the same way before and after because work involved did not stress me, I just grasped and gain understanding as I go.

I think some students found it hard than others because they were not familiar in notetaking as a skill before and that made it a bit more difficult for them than others.

I'm not sure how other students felt about this topic, but no one seemed to be worried or bothered generally, it was just something to go back and learn by yourself the information I gained.

I was thinking about how I can use this skill for situations outside of the university setting.

I considered that altogether as a class we acquired our skill in notetaking for future references and how to apply it to our work.

Evaluation

The pros to this experience were that I became proficient in notetaking and the bad experience was that because I knew some things already it was quite boring, however, re-learning does have its benefits.

The things that did not go so well as a class was that some of my fellow students did not know there was disruption and repetitive questions. Disruptive questions enable us to study new points of views and insight (seeing into the situation) and Repetitive questions enable the need for more information, deeper research and discussions of a topic).

The positive contribution to the class was some students explained and gave their opinions and knowledge about what they knew, and the negative contribution was that some were shouting out their answers without waiting their turn which made it harder to hear the responses.

Analysis

The lesson went well because of our teacher Lezeta Demetriou and the way we were taught about the subject the areas suggest our tutor knows about her ability on passing on her learned knowledge on these areas which made it uncomplicated for the class to learn to gain an understanding.

Where it did not go well was due to there being previous students (known as alumni) and some who were younger in age like me and a few others older, so it was quicker and unchallenging for some students because of this the class slowed down at times.

The sense I made of the circumstance was that even though others and I may find it easy to do, there are some that could not work at the same pace as others and myself, whether its learning or giving out the knowledge we have already acquired.

Reading comprehension helped me to understand information read, which helped me then to communicate and share what I had learnt from the notetaking, my listening skills helped me hence, the reason I was able to take down notes and use charts to store information.

Conclusions

I learnt how to use diagrams to help me retain information quicker and in simple form alternatively I learnt that bullet pointing notes helps in future references because you can use the points and form sentences to describe in greater detail to conclude a sentence well.

I believe this could have impacted more of the students to understand notetaking and how to use it effectively and if there were not so many interruptions.

Having a clear understanding and exploring the issues of all the ways I can take notes is a way to gain knowledge about notetaking etc. I should have investigated this myself before class so I could contribute more than what I already did.

Action plan

What I will do differently is put more time into my planning of laying out my work, structuring the steps, tasks meaning the work to be done, and resources I need to research, the tasks and resources which are the things I need to reach my goal of completion; however, I feel like I worked and interacted well with my other classmates.

One way to develop skills that needed are active listening to focus full attention on who's speaking to grasp and retain (notetaking) what the person is saying and respond in depth, second way is to use critical thinking which allow me to evaluate information to understand a topic or problem.

Encouraging participation and collaboration in the class and creating my own space when it's time to focus and concentrate when learning is some of the ways I can act differently.

Referencing

Description

In this module every Tuesday lesson the class learnt about referencing.

It happened between the period of 12th of February-17th of April in class WH3 at the University of Wales Trinity Saint David, in Winchester house 11 Cranmer road, London SW9 6EJ.

My fellow students and I were present with Lezeta Demetriou teaching us.

My understanding of referencing is that it is quite important part of academic (education) work, which helps me to put my work into context (situation) and helps me to show the depth of my learning as well as acknowledging other people's work, I researched by referencing. I also understand that I should reference when I use other people's work, ideas, or evidence.

I am not sure how to answer this at present.

I wanted to learn about referencing and the meaning of how to use it in best practice. I gained understanding by notetaking information and was able to give a description at the beginning.

Feelings

I was focused on learning, but at the same time I was fatigued, but managed to keep up.

I come to the class to learn and gain knowledge, I am not always looking at my feelings, after I felt good about what I understood.

I notice this question is asked a lot, I cannot always suppose how other are feeling unless I ask them.

I have no clue about how they feel at the moment, but I hope they studied and taught themselves on these academic skills.

I think that question should be asked at the end of the lesson.

How to put everything I have learnt together so far, I have to go away and look at all the areas I have been taught, as I have said I am a quick learner

I do not feel anyway about this topic because I already had knowledge prior to class.

Evaluation

The good experience is in the learning for me, evaluation is a process to look at or examine a programme, project, or lesson to see how and what I would have to do to get to the outcome. There was no bad experience.

The lesson, and the experience above and how we used the internet and group activities to require information regarding references.

There were older students as well as foreign students in class, so it made the lesson much longer and hard as the foreign students found it too difficult to understand the lesson.

Students shared what they thought and contributed asking questions; I was able to do my own research on evaluation and give the description above.

Analysis

The lesson went well because of our teacher Lezeta Demetriou and the way we were taught about the topic and subjects which showed me lecturer studied and can teach.

There were not any reasons for me to suggest that anything did not go well.

The sense I made of the circumstance was that even though others and I may find it easy to do, there are some that could not work at the same pace as others and myself, whether its learning or giving out the knowledge we have already acquired.

Research skills helped me to understand information searched, which helped me then to use effective search strategies such as specific goals in mind and to evaluate my results.

Conclusions

I learnt to acknowledge different sources I have used in my writing before which ensures me to avoid.

This could have been more affect if everybody spoke the same language and if we done more group work to share our ideas.

Practising relaxation strategies to relax my mind and open a thoughtful space.

I believe there was not much I could have not that I did not do already.

Action plan

I would work in teams more and give guidance to those who find the task difficult and harder to understand is what I would do differently.

To develop skills, I will list pros and cons about the academic skills and different ways to us them with context (situation)

Accommodating different paces and providing necessary support to students who may need extra help with certain topics is the way I would act differently, also through asking other students questions.

Summarising

Description

Firstly, I will describe what summarising is: it is using a shorter version of information received, presenting the main ideas of the most important parts, which will involve writing and reading with critical thinking (an ability to question, examine, reason the outcome and reflect on the findings to make an informed decision).

My subject lesson.

It happened in class WH3 at the University of Wales Trinity Saint David, in Winchester house 11 Cranmer Road, London SW9 6EJ.

My classmates and Tutor were present at this time.

Me and my other classmates were taught about academic skills and how we can apply these skills to our work.

I attended to learn about new topics.

Feelings

The good experience is in the learning for me, evaluation is a process to look at or examine a programme, project, or lesson to see how and what I would have to do to get to the outcome. There was no bad experience.

Evaluation

The pros to this experience were that I became skilful in summarising and the bad experience was that because I knew some things already, so it was quite repetitive.

I learnt a few areas regarding business of which I never knew about before, however, I had no difficulties with skill at all.

Some students would talk out of turn and make noise which would distract the class at times.

Analysis

I believe things went well because I promoted my independence fostering self-reliance to enable myself to learn and produce.

I believe it did not go well because some of the older students felt embarrassed and awkward about not knowing easier topics and skills.

Acknowledging other people's emotions and feelings is how to make sense of this topic.

Students shared what they thought and contributed asking questions; I was able to contribute myself and express my opinion.

Conclusions

Conclusion would be as the same as above.

Action plan

As previously stated, I would work in teams more and give guidance to those who find the task difficult and harder to understand this enable me to see the skillset of other and how I how use my own to benefit the team.

To develop skills, again I will list pros and cons about the academic skills and different ways for us to use them within context (situation).

Accommodating different paces and providing necessary support to students who may need extra help with certain topics is the way I would act differently, also through asking other students questions.

Revisit my notes, steps I would need to take to arrive at a decision of action. Prepare scenarios beforehand to give myself an idea of what to expect even if it does not work.

Key lesson is to learn from mistakes, refer to the teaching and practices and then apply it in the learning space.

References

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