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LEVEL 4 ASSESSMENT SPECIFICATION

Certificate of Higher Education in Business Skills for the Workplace

Academic Skills

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Module code: LCLM 4001



INTRODUCTION

Throughout this module, I have actively participated in various educational activities aimed at improving my academic skills. In this analytical report, I will talk about how the module has contributed to the development of three key academic skills: taking notes, summarising skills, and paraphrasing skills. I will give examples of specific tasks completed in the classroom and tell how these classes helped me improve in each area.

NOTE TAKING SKILLS

In this reflective study, I delve into the multifaceted field of note-taking, exploring the effectiveness of various methods such as highlighting, mind map, linear notes, Tabular note taking and Cornell method. Drawing on specific actions taken during my academic skills classes, I will describe how these methods have improved my ability to effectively collect and organize information.

- **Highlighting:**

The practice of highlighting has become a popular method of highlighting key information in texts. During the note-taking workshops, I experimented with highlighting techniques, using different colors to indicate different levels of importance. For example, I used a color coding system in which the basic concepts were highlighted in yellow and the auxiliary details in green. Such a visual hierarchy contributed to the rapid perception and search of information, especially during viewing sessions, when I was able to focus on the selected sections for deeper understanding.

- **Mind map:**

Mind mapping offers a dynamic approach to visualizing and systematizing ideas, which contributes to the development of creativity and interconnected thinking. In college, I first learned how to use mind mapping to synthesize complex concepts. Starting with the central theme, I divided into subtopics, linking related ideas with arrows and keywords. Moreover, the flexibility of intelligence maps allowed me to constantly improve them, adding new ideas and connections as my understanding developed.



- **Linear notes:**

Linear notes, characterized by the consistent organization of information, served as a traditional but effective method of recording the content of the lecture. In seminars with Academic skills, I used linear notes to record key points and quotes in a structured format. By dividing my notes into headings and subtitles, I retained consistency and clarity, which facilitated further review and refinement. In addition, the linear format is well suited for chronological sections, which allows me to track the development of ideas over time.

- **Tabular note taking:**

Table notes offer a systematic approach to ordering information into rows and columns, making it easier to compare. During the lesson, I tried to use table notes to compare different theories. By highlighting the key concepts of each theory in separate columns, I gained a complete insight and understanding in the use of this technique. In addition, the table format made it easier to quickly find and summarize information. Using "table notes" is a good technique to summarize comparable information.

- **Cornell method:**

Drawing on specific actions taken during academic skills classes and using practical guidance, I will explain how the Cornell method has improved my ability to effectively collect, systematize and integrate information.

Cornell's method is a systematic approach to taking notes, characterized by a structured design that facilitates the organization and generalization of information. During the note-taking workshops, I experimented with Cornell's method, realizing its potential to simplify the process of recording and analysing the lecture content. Cornell's method consists of three main sections: the section "Main notes," the column "tips" and the section "summary." In the "Main Notes" section, I learned how to record lecture content and key ideas, while the "tips" column allows me to record tips or questions related to basic notes. In the "summary" section, I summarize common topics and identify recurring patterns. I practice providing an accurate indication of the sources from which I use information, writing down direct quotes or paraphrasing ideas from scientific sources in the section "Main Notes," I realized that it is important to indicate the author's name, year of publication and page number.



- **Display:**

Reflecting on my experience using different note-taking techniques, I realize the value of using a diverse set of strategies according to different learning conditions and preferences. From visual clarity of selection to creativity in compiling mental maps, each method has unique advantages in organizing and preserving information. Moving forward, I intend to integrate these methods into my teaching program, using their strengths to enhance understanding, memorization, and synthesis of complex ideas. As I continue to improve my record-keeping skills, I am confident in their ability to serve as essential tools for success in teaching and learning throughout life.

SUMMARISING SKILLS

One of the key activities that greatly contributed to the development of my Generalization skills was weekly Summarising assignments combined with group discussions.

Generalization involves the transformation of complex information into concise, clear and holistic representations. This skill is important for academic success because it provides effective communication and understanding of scientific texts (Paul & Elder, 2008).

This analytical report discusses the development of Summarizing skills using SWOT analysis (strengths and weaknesses, opportunities and threats), as well as a step-by-step guide to summarizing. Based on the data obtained during classes and references to sources, in this report I emphasized the effectiveness of these tools.

SWOT analysis is a strategic planning tool used to identify and assess strengths and weaknesses, opportunities and threats associated with a particular project, undertaking or situation. It provides a structured framework for assessing internal and external factors that may affect the success or effectiveness of a plan or decision. By systematically analyzing these factors, organizations and individuals can make informed decisions, benefit from strengths, eliminate weaknesses, seize opportunities, and mitigate threats.



- **Step-by-step guide to summarize:**

A step-by-step generalization guide is a structured approach to generalizing complex information into concise and coherent representations. This usually involves steps such as reading, writing, checking and viewing. This guide helps me as well as students to systematically navigate the generalization process, ensuring the clarity, accuracy and effectiveness of the presentation of key ideas from the original text. By following step-by-step guidance, students can improve their Generalization skills, improve understanding and effectively communicate ideas in academic, professional and personal contexts. Throughout the module, I engaged in various activities that honed my Generalization skills. For example, when performing tasks, I used the SQ3R method (Robinson, 1946). This included studying the text, asking questions about its content, actively reading, repeating key points and reviewing the material. Using this method, I learned to highlight the main ideas, key details and supporting facts in the texts, which facilitated the process of generalization.

In conclusion, it should be noted that the development of strong Summarising skills is essential for effective communication and understanding in academic, professional and personal contexts. By combining complex information into concise and coherent representations, people can summarize key ideas, contributing to the understanding of the material and its assimilation. Summarising skills allow people to obtain the necessary information, identify basic ideas and generalize numerous sources, developing critical thinking and analytical abilities. Moreover, mastering the art of Summarising allows people to effectively navigate a huge amount of information, make informed decisions and communicate effectively with other people. Thus, investing time and effort in improving summarising skills is invaluable for achieving academic success, achieving professional goals and promoting lifelong learning.

PARAPHRASING SKILLS

This analytical report focuses on developing paraphrasing skills in an academic context. Based on the results of various tasks performed in the classroom, this report describes how these actions contributed to the improvement of my paraphrasing skills.

Paraphrasing involves paraphrasing or restating information from the source in your own words while preserving the original meaning. It is an essential academic writing skill, allowing students to integrate and interact with source material while avoiding plagiarism (Gibaldi & Achtert, 2016).



Why do we paraphrase?

Paraphrasing serves multiple essential purposes in academic writing:

1. Demonstrating Understanding: Paraphrasing allows us to showcase our comprehension of complex ideas by expressing them in our own words.

2. Avoiding Plagiarism: It helps us integrate external sources into our writing while avoiding direct copying and maintaining academic integrity.

3. Engagement with Source Material: Paraphrasing encourages active engagement with scholarly literature, fostering critical thinking and deeper understanding.

4. Clarity and Precision: By clarifying and refining language, paraphrasing enhances the clarity and readability of our writing.

5. Integration and Synthesis: It facilitates the synthesis of multiple sources and viewpoints into cohesive arguments, enriching our discussions and narratives.

Engaging in paraphrasing workshops provided hands-on experience in applying various paraphrasing techniques, such as synonym replacement, changing sentence structure, Using Positive / Negative, expansion, and paraphrasing by analysis. Through guided exercises and peer feedback, I gained proficiency in these techniques and learned to adapt them to different contexts and writing styles.

CONCLUSION

In conclusion, I want to say that mastering the Note Taking skills, Summarising skills and Paraphrasing skills played an important role in the fact that I became an experienced and self-confident student. These skills are not just academic exercises, but indispensable tools for success in higher education and beyond. As I embark on future endeavours, I bring with me the invaluable lessons learned during this journey and am confident in my ability to navigate the complexities of academic life with clarity, accuracy and integrity.



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Kind regards,
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