

LCLM4001 Academic Skills

ACS report 1

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1. INTRODUCTION

There is wide variety of skills which may require. Although I have worked on developing or improving a number of different academic skills in this module, in this report I have developed these skills. I will be using Gibbs Reflective cycle [Gibbs 1988] for this purpose, which consist of the following stages- description, reactions, analysis, conclusion and personal action plan. Academic skills are the foundational abilities that support effective learning and academic success. These skills surround a wide range of ability that are necessary for students to finds their educational journey and achieve their academic goals. They are not limited to a single discipline

TABLE CONTENT

1. Introduction.....	p.1
2. Note taking skills.....	p.2
3. Summarising skills	p.3
4. Referencing skills.....	p.4
5. Conclusion.....	p.5
6. References.....	p.6

2.NOTE TAKING SKILLS

Note-taking is a necessary academic skill that helps students retain and process information successfully. Good notetaking involves actively listening and identifying key points during lectures or while reading. Use methods like the school System, outlining, or mind mapping to organize notes clearly. calling attention to the main ideas, using symbols, and summarizing concepts in your own words can enhance understanding and recall. Reviewing and revising notes soon after class combine learning and fills in gaps. Digital tools and apps, such as OneNote and Evernote, offer appropriate ways to store and organize notes. continuous practice of effective note-taking techniques not only aim in exam preparation but also enhances overall understanding and academic performance.

Description: is the process of actively listening or reading and catching key points and information in an organized manner. It involves summarizing content concisely, highlighting main ideas, and using methods like outlining or mind mapping to form notes logically. Effective notetaking increases understanding, aims in keeping information, and serves as a useful resource for studying and exam preparation. Using digital tools can simplify this process, making notes easily available and organized. By continuously practicing good note-taking techniques, students can improve their academic performance.

Feeling: Note taking feel empowering and necessary for academic success. I transform passive listening into active taking part, helping me to capture and keep key information. While I can sometimes feel uninterested, the process eventually encourages deeper understanding and critical thinking. learning effective note-taking skills boosts confidence and reduces stress during exams and assignments.

Evaluation: Evaluating notetaking involves assessing how effectively key information is captured, summarized, and organized. It ensures clarity, relevance, and structure, enhancing understanding and detain. This evaluation helps improves learning.

Analysis: involves examining how effectively information is captured, summarized, and organized. It assesses clarity, suitable, and form, ensuring notes enhance understanding and upholding This includes assess skills like outlining, summarizing, and mind mapping, and identifying areas for improvement to improve learning and information management.

3.SUMARISING SKILLS

Summarizing is the process of contracting information from a larger text into a shorter version, capturing the main ideas and necessary points while leaving out unnecessary details. Effective summarizing requires understanding the key message and refining it into summary, well organized statements. This skill is useful in academic and professional factor, allowing individuals to quickly grasp key ideas and communicate them efficiently. Techniques for summarizing include identifying the theory or main argument, noting supporting details, and rewriting the content in one's own words. Regular practice enhances understanding and retention, making it easier to recall important information. Summarizing also aims in critical thinking and analysis, as it encourages participation with the material and deeper understanding

DESCRIPTION: is the process of contracting a larger body of text or information into a shorter version, capturing the main ideas and unnecessary points while leaving out unnecessary details. Effective summarizing needs a clear understanding of the key message and the ability to process it into brief, well organized statements. This skill is useful in academic, professional, and everyday contexts, as it allows individuals to quickly grasp key concepts and communicate them efficiently. Techniques for summarizing include identifying the theory or main

argument, noting supporting details, and rewriting the content in one's own words. Regular practice increases understanding and retain, making it easier to recall important information.

FEELING: I feel highly rewarding as it transforms lengthy content into clear, concise points. This process increases understanding and retain making it easier to catch key ideas It demands critical thinking and accuracy, yet the outcome is a more possible and deep understanding of the material. Summarizing supports both academic and professional success.

EVALUATION: summarizing assesses how effectively key points are captured concisely. It ensures that the main ideas are clear, relevant, and enhance understanding and retention, aiming in learning and communication also helps to improve.

ANALYSIS: summarizing involves examining how effectively key points and main ideas are refined from a larger text into brief, clear statements. This process assesses the accuracy, orderliness, and relevance of the summary, ensuring it captures the essence of the original content while increasing understanding and retention.

4.REFERENCING SKILLS

References are used to acknowledge the sources of information or ideas that are embodied into one's work. They give credit to the original authors and allow readers to locate the sources for further study. In academic writing, references are important for supporting arguments and show the depth of research managed. Different reference tyles, such as APA, MLA, and Chicago, provide guidelines on how to format references. They typically include the author's name, title of the work, publication date, and source details. Proper referencing helps to avoid copying, uphold academic honesty, and contribute to the academic conversation. Digital tools and reference management software can simplify the process of creating and organizing references.

DESCRIPTION: References are essential in academic and professional writing, acknowledging the sources of information, ideas, or quotes used in one's work. They give credit to original authors, ensure academic honesty, and prevent copying. Proper referencing increases the credibility of your work and allows readers to verify and explore the original sources. Different reference styles, such

as APA, MLA, and Chicago, provide specific guidelines on how to format references, typically including the author's name, title, publication date, and source details. using reference management tools can simplify the process and ensure accuracy in citations. Mastering proper referencing is crucial for maintaining academic integrity and contributing to scholarly communication.

FEELING: References can bring to mind a sense of credibility and trust in academic and professional work. Properly mention sources shows respect for original authors and strengthens your own arguments. It also helps avoid copying and encourage a culture of academical honesty and quality of your work.

EVALUATION: Evaluating references involves assessing the accuracy, relevance, and credibility of sources. Proper references increase the trustworthiness, academic integrity, and quality of your work, supporting well-founded arguments and avoiding copying.

ANALYSIS: Analyzing references involves examining the accuracy, relevance, and credibility of sources mentioned in a work. This process ensures that the information used is trustworthy and effectively supports arguments. Proper analysis of references strengthens the quality and integrity of academic and professional writing, encourage academic honesty and increases the overall credibility.

5. CONCLUSION

Summarizing, note-taking, and referencing are fundamental skills in academic and professional settings that significantly increases the learning process. Summarizing refines complex information into unnecessary points, making it easier to understand and remember. Effective notetaking organizes these key points clearly, aiming retention and understanding. Referencing acknowledges the original sources of information, ensuring credibility and academic integrity, while preventing copying. Together, these skills support well-founded arguments, academical honesty, and effective communication. Mastering them contributes to a deeper understanding of content, better information management, and overall academic and professional success. By integrating these practices, individuals can improve their ability to learn, survey, and convey information effectively.

6.REFERENCES

[Summarizing a Text – The Word on College Reading and Writing](#)

[Referencing | Library | University of Leeds](#)

[devet.pdf](#)

[Writing Summaries – The Word on College Reading and Writing](#)

