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Table of Contents

Introduction	3
Note Taking	Error! Bookmark not defined.
Paraphrasing	Error! Bookmark not defined.
Referncing	Error! Bookmark not defined.
References.....	Error! Bookmark not defined.

Introduction

In my first term at university I have learned different skills like , Note taking skills, Referencing skills, Paraphrasing skills, all this skills were very new to me, but they helped me to improve and develop my knowledge on righting in academic way . I will reflect about this three skills to do so I will use Kolb's reflective cycle.

Definition of note taking is seen as the rapid transcription of information by using a few condensing technique shortened word, symbols, for the creation an external memory. (Carter, Van Matre 1975)

Definition of paraphrasing is a rewriting the idea of other buy using completely different words showing the writer's understanding in which the writer builds an argument on. (Davis, 2013)

Definition of referencing is how you acknowledge the source of the information you have used to write your work, and a correct reference allow the reader to identify your sources you have used in your work and to follow up on them if necessary .

(Pears, and Shields, 2013)

NOTE TAKING

In week two of my first term we learned about note taking and how to make that efficient for the moment you will have to review them and these are the different types of note taking that we learned. Diagrammatic note taking is about putting the topic in the middle of your paper and adding lines where you talk about main points and sub points. Linear note taking is about writing notes. Tabular note taking is useful for summarising the information that you want to compare and at the end the Cornell notes is where you summarise visually. Note taking is a strategy for making information meaningful, and there are several factors that determine if it is done in an effective way. For example, the density and complexity of the information, putting points on your own words is more useful than long notes, and how well the information is taken. For example, capturing the important words. And to improve our skills we had different activities like for example listening to a conversation about personal motivation, and we had to take notes about that conversation. The note taking skill is very important for a student during his term because he will get a lot of information during his course so you will need to learn to take notes to make your acknowledging the task and the information you are receiving will be easier to learn. Me and my classmate we tried to find the best way for us to write down our notes. So my first feeling it was confused because I was not used to get so much information in a short time, so I was finding it very tiring, stressful because my brain couldn't elaborate all this information but then since I started to use the skills of note taking everything started to make more sense to my eyes, I was taking my notes by putting down the key word and expanding the sentence with my own words, so this was helping me to gain more knowledge, so my feeling after this improvement changed in better no stress and panic but more efficiency and understanding of the task, and also time managing is very important, for the time managing we did an activity in the class for example different groups had to explain some of the tactics for time managing.

PARAPHRASING

In week fore we learned about paraphrasing the meaning of paraphrasing is using the idea or the work of other people in your own word, when you are using this technique is important to change the word and the structure but keep the meaning the same, and you most always acknowledge it by providing in text citation. Paraphrasing give credibility and support to your writing, and it show that you understood the meaning of the source you took the information. In class our teacher show us power point where was explain us how to paraphrase and giving us tasks to resolve, she tech us some technique of how to do , the first thing was that we had to read and understand the text, make a list of the main idea by marking them or writing them or highlight them., change the structure of the text, buy expressing them in a different way, change the gramma of the text., rewrite the main idea in complete sentence, buy checking your work you need to make sure the meaning and the length are the same, ma sure the style is your own, and to give credit the other people work. What not to do is using the same sentence as the original source, using the original sentence without referencing the Harvard guidelines, change the meaning of the original text and do not forget to include in text citation. Me and my class meat we followed the instruction of our lecture. And after we completed exercise in class were we had source to read and to paraphrase buy using the right technique that we learned, the feeling that I was having it was a disturb feeling because it was something new for me and I was trying to understand, what I was feeling before was panic because was my first time listening about this word, but at the end I felt more relief when I had the explanation of the meaning paraphrasing because is a thing that I use in daily base in different toping or aspect.

REFERENCING

In week three we spoke about referencing that is about how you acknowledge the source of the information you have used in your work, it gives a help to the reader how you have used the work of the other to develop your own idea and argument, for example to write an assignment you will have to read a range of sources this will help you to understand the topic better and so you can present a reference with credibility, referencing gives proof that your ideas are not just pulled out of nowhere but based from information and sources. The way to refer is that at the end of your work you give the full information of the source. In class we learned how to refer when the source is coming from a book, from a journal article or a website article, and we had activity in class of how to do all these types of referencing at the beginning for me was very difficult, but then with more activity I started to understand the way to refer in base of where the source was coming from.

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