

Sorina Dobrea 2334329

Group 4

Reflective report – 1200 words

Academic writing skills -

When it comes to academic writing skills, there are several key elements to keep in mind to ensure your writing is clear, well-structured, and academically sound.

Understand the Assignment: Make sure you fully understand the assignment requirements, including the topic, structure, and formatting guidelines.

Research Thoroughly: Conduct in-depth research using reliable sources to gather information and support your arguments.

Create an Outline: Organize your ideas by creating an outline before you start writing. This will help you structure your paper logically.

Introduction, Body, Conclusion: A typical academic paper includes an introduction that introduces the topic, a body that presents your arguments with supporting evidence, and a conclusion that summarizes your main points.

Clear and Concise Writing: Use clear and concise language to convey your ideas effectively. Avoid unnecessary jargon or overly complex sentences.

Cite Your Sources Properly cite all sources used in your paper to give credit to the original authors and avoid plagiarism.

Proofread and Edit: Always proofread your work for grammar, punctuation, and spelling errors. Editing helps improve the overall quality of your writing.

Seek Feedback: Consider seeking feedback from peers, professors, or writing centres to get different perspectives on your writing.

Note taking skills-

Stay Organized: Use a systematic approach to organize your notes, whether it's by topic, date, or using color-coding.

Active Listening: Engage actively during lectures or when reading, and jot down key points, main ideas, and important details.

Use Keywords and Summaries: Focus on keywords and phrases to capture essential information. Summarize longer explanations in your own words.

Be Selective: Avoid writing every single word. Instead, focus on important concepts, definitions, and examples.

Visual Aids: Incorporate visual aids like diagrams, charts, or mind maps to represent information visually.

Review and Revise: Regularly review and revise your notes to reinforce your understanding and fill in any gaps.

Ask Questions: If something is unclear, don't hesitate to ask for clarification or do further research to enhance your notes.

Summarising skills –

Writing a summary is useful because in the act of identifying what is important, you are analysing and evaluating information, and forming memories of what you have read or heard.

Having an accurate and short record of what you've read or heard is also a useful source of 'digested' information for use when you need to generate a new text that involves re-presenting others' ideas. When there is a need to condense large units of texts or other forms of data.

When you want to bring in ideas from longer texts into your own work

Students may be asked to summarise a course book or article, and

scholarly articles may include summaries of previous research in order to introduce the new research that is being presented. Step 1: Read Read the text you intend to summarise carefully. Make sure that you understand the contents and the author's argument. If it is a long text, you may need to make notes of or underline the most important passages.

Step 1: Read

Read the text you intend to summarise carefully. Make sure that you understand the contents and the author's argument. If it is a long text, you may need to make notes of or underline the most important passages.

Step 2: Write

If it is a long text, identify the main points and list them. If the text is divided into sections or chapters, you may wish to focus on that structure when writing your summary. Then write from memory, summing up each part.

Step 3: Check

Compare your draft with the source text to make sure that your summary catches the essence of the source text.

Step 4: Revise

If your text is too close to the source text, consider quoting certain passages. Note, though, that a quotation must be verbatim, that is, the exact rendering of the source text.

Step 5: Give reference.

Remember that proper references are needed in summaries, as well as in quotations and paraphrases.

1. Original Text: "The benefits of a balanced diet and regular exercise include improved overall health, increased energy levels, and better mental well-being."

Summary: "Eating well and staying active lead to better health, more energy, and improved mental state."

2. Original Text: "In the study, researchers found that participants who followed a Mediterranean diet experienced lower rates of heart disease and improved longevity compared to those on a standard diet."

Summary: "The study revealed that a Mediterranean diet reduced heart disease risk and increased lifespan compared to a regular diet."

3. Original Text: "The importance of hydration cannot be overstated, as water plays a crucial role in regulating body temperature, aiding digestion, and maintaining overall health."

Summary: "Hydration is vital for controlling body temperature, supporting digestion, and sustaining health."