



REFLECTIVE REPORT

Student Name: Alexandra de Souza Senhorinho
Student Number: 2332172
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Lecturer Name: Sylvia Hoffmann

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1 Introduction

This report will talk about how the learning in this module has helped me develop my academic skills, which challenges I faced during this course and all the methodologies I have learned.

I will be talking more about three skills that helped me a lot on this process: note-taking, paraphrasing and researching skills. The methodology used to write this reflective report will be the Gibbs' Reflective Cycle. This methodology was created in 1988 at Oxford Polytechnic by Graham Gibbs. The cycle has six stages that need to be done in order for the reflection to have a clear goal: Description, Feelings, Evaluation, Analysis, Conclusion and Action plan.

2 Note-taking skills

Description

My first contact with note-taking in years after school in Brazil, was at week two at this course, this contact assisted a lot in my learning process as it helped me concentrate and comprehend the key ideas more clearly.

Feelings

Note-taking was not one of the most challenging methods I had contact with at this term, as this was one of the methods I have used to improve my academic performance since high school. But at the same time using it at university and in English (not my native language) made me face some difficulties in some specific situations during this term.

Evaluation

From my point of view improving my note-taking skills was really helpful in my learning process, and at the end also made me improve my listening and writing skills.

Analysis

Making notes of everything I read was really helpful so I could find the information more quickly later when revising, also using my own words on the notes made the learning process smoother. The Diagram Notes method is the one that I apply in my studying routine more often and helps me a lot.

Conclusion

Having this contact with note-taking again after a few years was crucial on my learning process and was also really useful in my professional and personal life. As it is a method that I can apply in my daily life and help me to improve my memory.

Action Plan

I will keep applying this method on my study routine (during classes and when revising) but also in my professional life (during meetings and seminars at work). I found Note-taking helpful and crucial in my learning process.

3 Paraphrasing skills

Description

At week 5 at this course, we learned about writing good and paraphrasing, this task was essential to help me develop my vocabulary and improve my English.

Feelings

Paraphrasing was one of the most challenges methods I had contact at this term, as I am not a native English speaker, I had to improve my vocabulary while expressing someone else's ideas in my own words and still providing a reference and avoiding plagiarism.

Evaluation

Learn how to paraphrase was trick at some points but absolutely helpful.

Analysis

The main difficult I had to improve my paraphrasing skills, was definitely the language and the ability to enhance my vocabulary. Remain my paraphrasing text close enough to the original idea but avoid copying the exact same words as this could be construed as plagiarism.

Conclusion

Paraphrasing and develop my writing skills was essential in my learning process. At the end of the term the ability to paraphrase better made me more capable to achieve my goal in all the tasks and conclude this course.

Action Plan

I will use the Paraphrasing skills to keep improving my writing and enhance my vocabulary during my Academic journey.

4 Finding information / Research skills

Description

The ability to finding information and to know how to research is in my opinion one of the most important and useful skills we have learned in this term (week 3). Being able to access and find the right information into books, websites, articles, and journals was essential on my learning process.

Feelings

Having to deal with all the information online and offline was really challenging initially. Develop my research skills was scary but totally necessary and helpful at the end.

Evaluation

The ability to find information and a good researching skill is essential to be successful in the Academic Journey. At the end of this course this was one of the skills I was able to develop and helped a lot.

Analysis

I faced a lot of challenge during the learning process, and especially when researching. The main difficult was to deal with complex articles, books, texts and websites. But at the end it was helpful for me to learn how to write in an academic way and improve my skills.

Conclusion

At the end of this course learn about researching skills made me more confident to find information and be able to write my own texts, paragraphs and reports.

Action Plan

All the skills I developed on the last 10 week, especially the research skills, was really useful during my learning process and I will keep using all these methods to improve my abilities at University.

5 Conclusion

In conclusion, thought the last 10 week I had contact with many different skills that helped me to improve in a significant way my learning skills and allowed me to write this report. All the knowledge I've gained on the past weeks helped to develop new abilities that I will apply on the further terms on University.

On this report I have talked more about 3 specifics Academic Skills using the Gibb's Model of reflective report writing (Note-taking, Paraphrasing and Researching Skills) this skills and all the others learned on this term will be really helpful and useful on my academic journey from now on and will also be applied in my professional life.

6 References

Main, P (2023) *Delve into Gibbs' Reflective Cycle, a powerful tool fostering critical thinking, deep learning, and professional growth through reflection*. Available at: <https://www.structural-learning.com/post/gibbs-reflective-cycle> (Accessed: 19 August 2024).

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