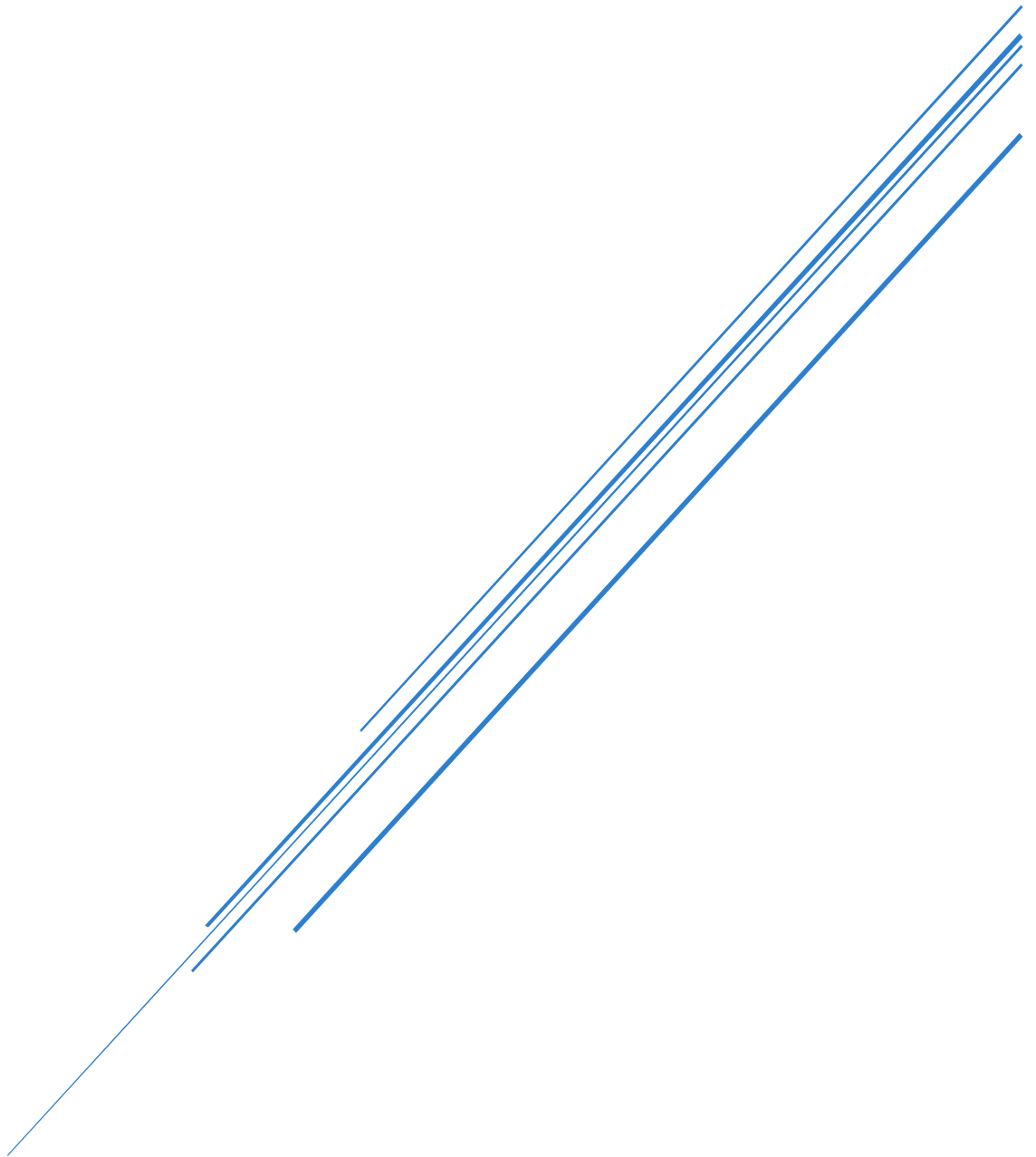


CERTIFICATE OF HIGHER EDUCATION IN BUSINESS SKILLS FOR THE WORKPLACE

LCLM 4001_Lon



Academic Writing

Reflective report

What is an Academic Writing skills ?

Academic writing skills are essential for writing a dissertation. This includes the ability to clearly structure ideas, develop solid arguments and use formal and precise language.

It is an essential skill that every student must master to succeed in their academic life. It is the main mode of communication used in universities and is used to transmit knowledge, ideas and arguments

However, academic writing can be difficult, especially for students for whom English is not their first language like many of us in this course . This is why it is crucial to continually improve my academic writing skills. I will be discussing how this course has continually improved my academic writing skills.

1. Better grades

One of the most important benefits of improving my academic writing skills is getting better grades. When you write well, your professors will better understand your arguments and appreciate the effort you put into your work. Good writing shows that you have a thorough understanding of the subject and are able to think critically. As a result, you will achieve higher grades, which will improve your academic performance.

2. Better communication

Effective academic writing is not just about getting good grades; it's also about communicating your ideas and arguments clearly. When you write well, you can articulate your thoughts and ideas concisely and coherently. This skill is essential in both academic and professional settings. Good writing helps you communicate your ideas effectively and convincingly, which is crucial in any field.

3. Improved critical thinking skills

Improving your academic writing skills can also help improve your critical thinking. Writing requires you to think critically about the topic and analyze different ideas and arguments. When you write, you must consider diverse perspectives and interpret complex information. This process has helped me develop critical thinking skills that are valuable in all areas of life.

4. Better job prospects

In today's job market, good writing skills are highly valued. Employers are looking for candidates who can communicate effectively and convincingly. Good writing skills has set me apart from other candidates and given me a competitive advantage in my current

role. Whether you're writing a resume, cover letter, or email, good writing skills are essential to landing a job.

5. Improved Confidence

By improving my academic writing skills it has also boosted my confidence. When you write well, you feel more confident in your abilities and more comfortable expressing your ideas. Good writing skills can help you overcome writer's block and improve your overall writing process. As a result, I feel more confident in my academic and professional life.

Continually improving my academic writing skills is essential to academic and professional success. It will help me get better grades, communicate more effectively, improve my critical thinking, and improve my job prospects and self-confidence. These are the techniques that have helped me to improve my writing skills, such as taking writing classes, reading a lot, and practicing regularly. By investing time and effort into improving my writing skills, I can achieve my academic and professional goals.

What is Reflection skills ?

Reflection skills encompass the knowledge, skills and processes associated with intellectual development. It is through their ability to think that students succeed in transforming concepts and content specific to a subject and understanding things in a new way. It requires certain intellectual skills as well as mental habits and metacognitive sensitivity. These faculties allow us to process information from a variety of sources, including thoughts and feelings emanating from the subconscious and unconscious, as well as embodied cognition, to form new notions.

Creative thinking

Since starting this module I have developed creative thinking. It relates to the generation of new and innovative ideas and concepts in the context in which they are generated and which have value to the person imagining them or to others. It also focuses on the development of retained ideas and concepts, moving them from imagination to reality.

As a student who uses creative thinking I tend to be curious and open-minded, display a sense of wonder and joy in learning, am willing to reason divergently, and am not troubled by complexity. I think about known ideas and concepts, demonstrates

imagination, inventiveness, resourcefulness and flexibility, and willing to take the risk of exploring unknown territory.

Critical and reflective thinking

Critical and reflective thinking encompasses a set of skills that students use when introspecting and analyzing the thoughts of others. This means that I makes judgments based on reasoning, after having taken into account several options which I analyzed according to certain criteria, to finally draw conclusions.

As a students who demonstrate critical and reflective thinking, I have a spirit of analysis and investigation, and are ready to question and question my own thoughts, ideas and assumptions, as well as those of others. I tend to analyse the information transmitted to me in the form of observations, experiments or other forms of communication to solve problems, design products, understand events and overcome difficulties. As I students who demonstrate critical thinking I rely on my ideas, experience and reflections to set goals, make judgments and refine my reasoning.

What is Note-taking skills ?

It involves knowing how to sort, identify (a thesis, ideas), classify and order elements, prioritize information, concentrate it, and finally, structure it by organizing the space (to obtain rather dynamic note-taking). than linear).

Note-taking is above all an appropriation of knowledge, an essential mental process at the heart of the triangular relationship established between the documentary information offered, the promised knowledge and the desiring subject. Because it is indeed the subject, this “I” who, when he enters the scene of documentary writing, has the power to transform simple data into relevant information and this into knowledge still under construction.

The benefits of note-taking

Promote understanding:

Taking notes has helped me clarify ideas and better understand the content studied. By taking notes, I was forced to think about what is important and what is not, which can help me better understand the content.

Improve memorization:

By taking notes, I actively engage my brain and make memorization easier. Note-taking requires me to synthesize information, organize it and structure it, which makes it easier to memorize and retrieve the information later.

Revise more effectively:

Notes can be used to review the content later. By rereading your notes, you can easily remember important information, which allows you to revise better.

Listen carefully:

To take effective notes, it is important to listen carefully and stay focused. Avoid distractions like social media and phone notifications to be fully present.

Write by hand:

I have realized that taking notes by hand is more effective than taking notes on a computer for memorization. Writing by hand requires to synthesize information and organize it more efficiently.

Review regularly:

For note-taking to be effective, it is important to reread them regularly. This has allowed to better memorize information and prepare more effectively for exams.

Conclusion

By following these practical tips, I was able to improve my skills and thus better memorize and understand the content studied. It's an essential skill for academic and professional success, so the knowledge received has helped me in my career and learning journey.