

Report title: **Reflective report**

Student Name: **Roberts Znotins**

Student number: **2416071**

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Lecturer: **Tim Hopkins**

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Introduction

This is my reflective report on note-taking, finding information for studies, and paraphrasing skills. The information I am using is gathered from my own experiences in class and research I did online. I am using Driscoll's model (University of Cambridge Subject Libraries Libguides, no date) to structure my reflection. I have chosen this model because it shows reflection on experiences, analysing the topics, followed by conclusions and actions taken. As a result, this report will help me better understand my learning experiences in class. To analyse each of the topics, I will primarily use my own notes and supplement them with online research, followed by my personal reflection. I have also used the CRAAP test (Currency, Relevance, Authority, Accuracy, Purpose) to assess some articles I researched online. At the end of the report, I have attached my thoughts and future actions in the conclusion. There are pictures of my notes and materials in the appendix section.

Reflection topics

Note taking

During my first class, I was shown in detail about each type of a note-taking skills. The focus was on five main note-taking techniques: linear, Cornell, diagram, mind map, and tabular (see Appendix 1). I was shown each method in detail. I found that the tabular system is great when there are more than one topic to cover.

I find myself usually using liner style of notetaking so far, but now my new favourite method is the Cornell note-taking system. The Cornell method involves these steps: first, take detailed notes in a designated area as you capture the information. After the information gathering is finished, use a cue column to review, recite, and reflect while reducing the notes (University of Maine Fort Kent, no date). I find this style to be the easiest and most productive for keeping organized notes. As McPherson (2018) states, "Note-taking is a strategy for making information meaningful. The act of taking notes is more important than the result." I believe that note-taking is essential not only for studies but in many aspects of life.

I have learned that note-taking is an important part of studying, attending seminars, or absorbing any information that needs to be recorded and analysed for future reference. From now on, I will use the Cornell method, and I will also use the tabular method when making notes on multiple topics or when working on a computer.

Finding information

In week three in my academic skills classes, I was shown how to find information for my studies. I was introduced to key sources such as books, journal papers, conference papers, newspapers, and company or market reports (see Appendix 3). During this session, I also learned how to apply the CRAAP test.

I find books to be valuable for research, as they are often written by accredited authors. However, reading an entire book can be time-consuming. I find it easier to gather information from journal papers or newspapers because the article titles often give me the specific information I need, saving time compared to reading a full book. When attending conferences, I find it useful to take my own notes and then access published papers after the conference has finished. Company and market reports are a particularly reliable and efficient source of data.

I am impressed with how quickly the CRAAP test (Currency, Relevance, Authority, Accuracy, Purpose) helps me assess whether information is valid or if I need to continue searching for a different source. To write a successful essay, report, or any other academic document, it is essential to find the most relevant, up-to-date, and accurate information. I strongly believe that 90% of a job is preparation, so finding the right information is crucial for my future studies. I will use all the sources I have been introduced to in my future academic work and will apply the CRAAP test to evaluate the validity of the information by checking its currency, relevance, authority, accuracy, and purpose.

Paraphrasing

In week four of the academic skills class, I practiced paraphrasing. I was introduced to several techniques such as using synonyms, changing word order in sentences, and applying active/passive voice, as well as positive/negative expressions. I found an interesting article online (Newcastle University, no date) that explains that these methods are somewhat technical. It suggests reading through information multiple times, taking notes, and information that cannot be changed. The next step is to write the information in my own way and then rewrite it in an academic English style.

I believe that these methods work well together. It is important to remember that there are synonyms and different ways to express the same idea. However, by rewriting everything in my own words, I not only remember the topic better but also ensure originality in my expression. I think it is crucial to not change the main agenda that was given by original author, however explained the way I would do it myself.

Overall I understand that that paraphrasing is something I do naturally in my daily life, by changing and explaining information different way (see Appendix 4). In future I will use the correct paraphrasing techniques to preserve the most important aspects of the information I collect while keeping my own original way to express myself.

Conclusion

In conclusion, this reflective report has helped me gain a deeper understanding of the importance of note-taking, finding information, and paraphrasing in my studies. I have learned that effective note-taking can improve my ability to absorb and use information, meanwhile the CRAAP test helps ensure that I use the most reliable and relevant sources. Additionally, practicing paraphrasing techniques allows me to express ideas in my own words while maintaining their original meaning. In future I plan to continue using the Cornell note-taking method, apply the CRAAP test to assess sources, and use paraphrasing techniques to ensure quality of essays, reports or any other academic work. These skills will be invaluable for my future studies and everyday life situations.

References

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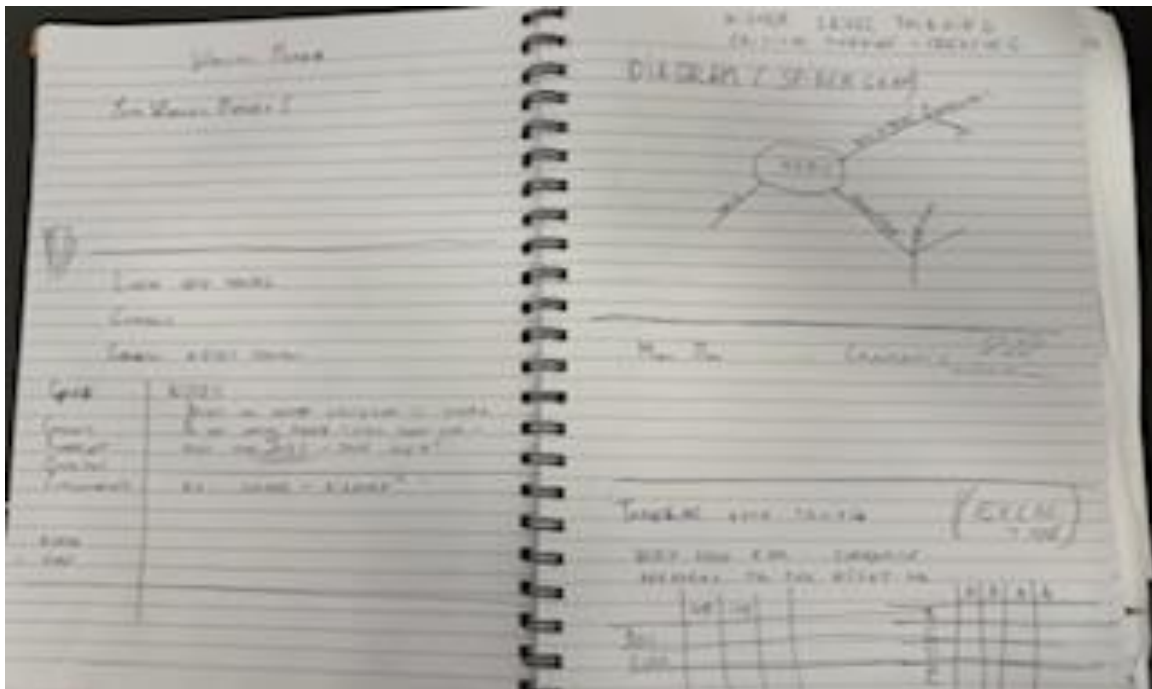
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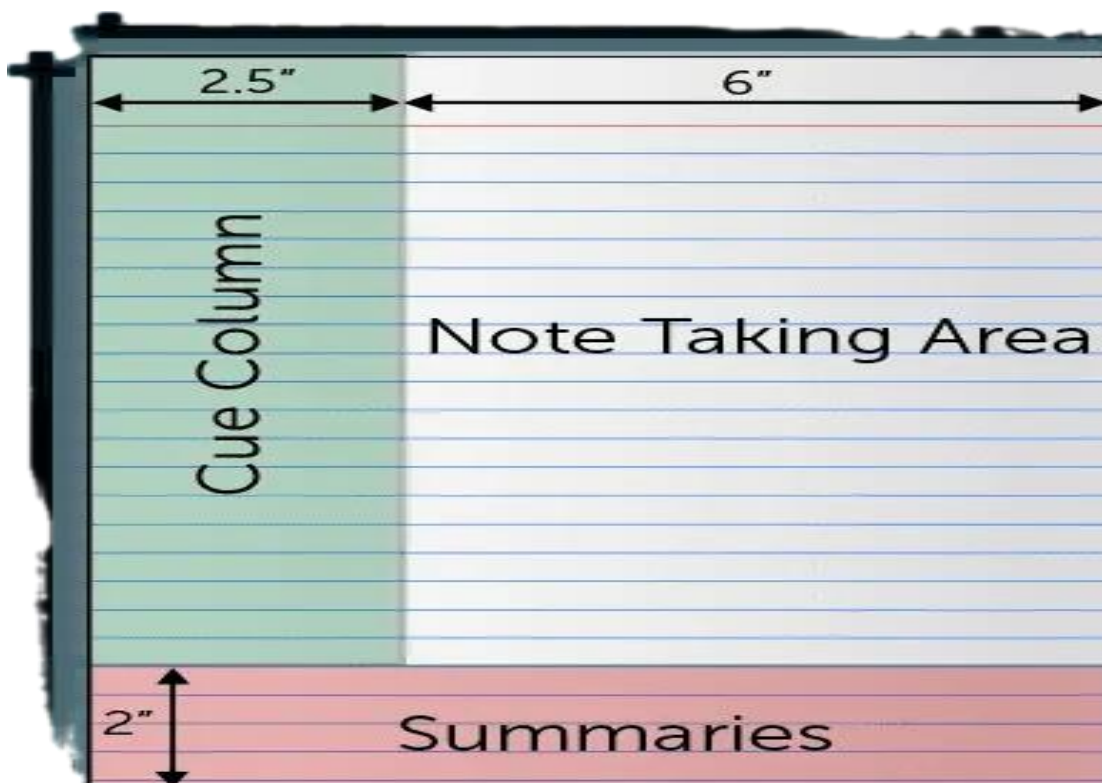
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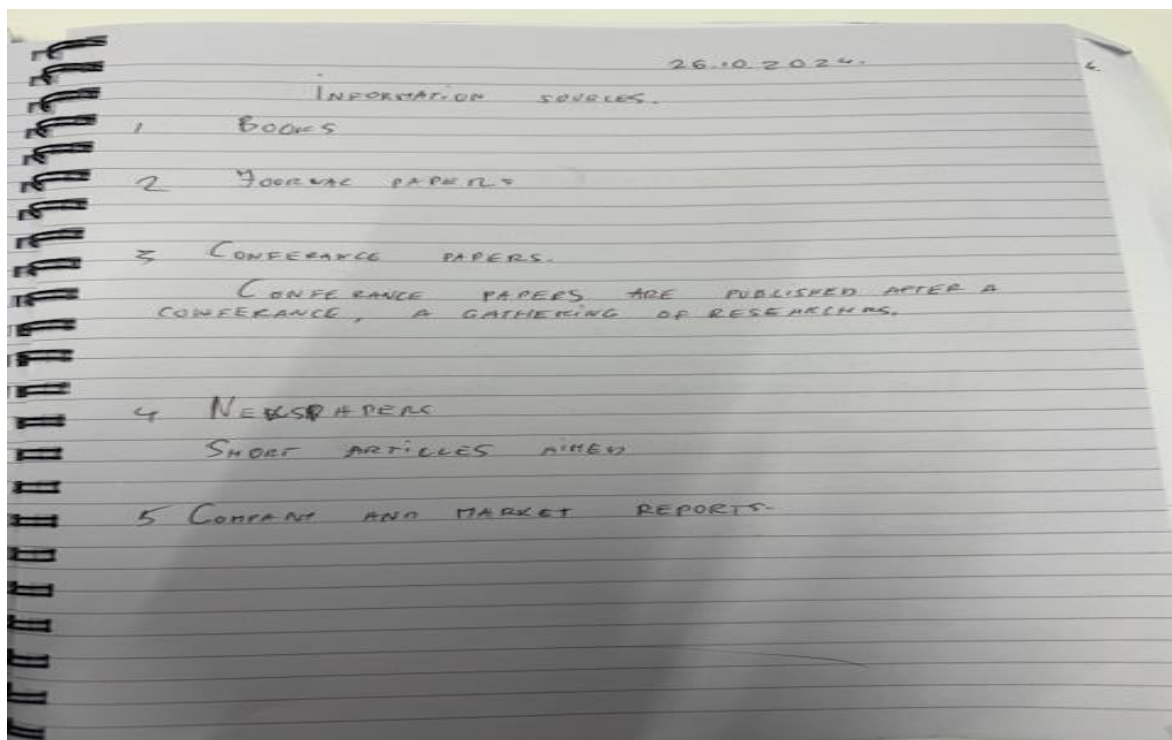
Appendices



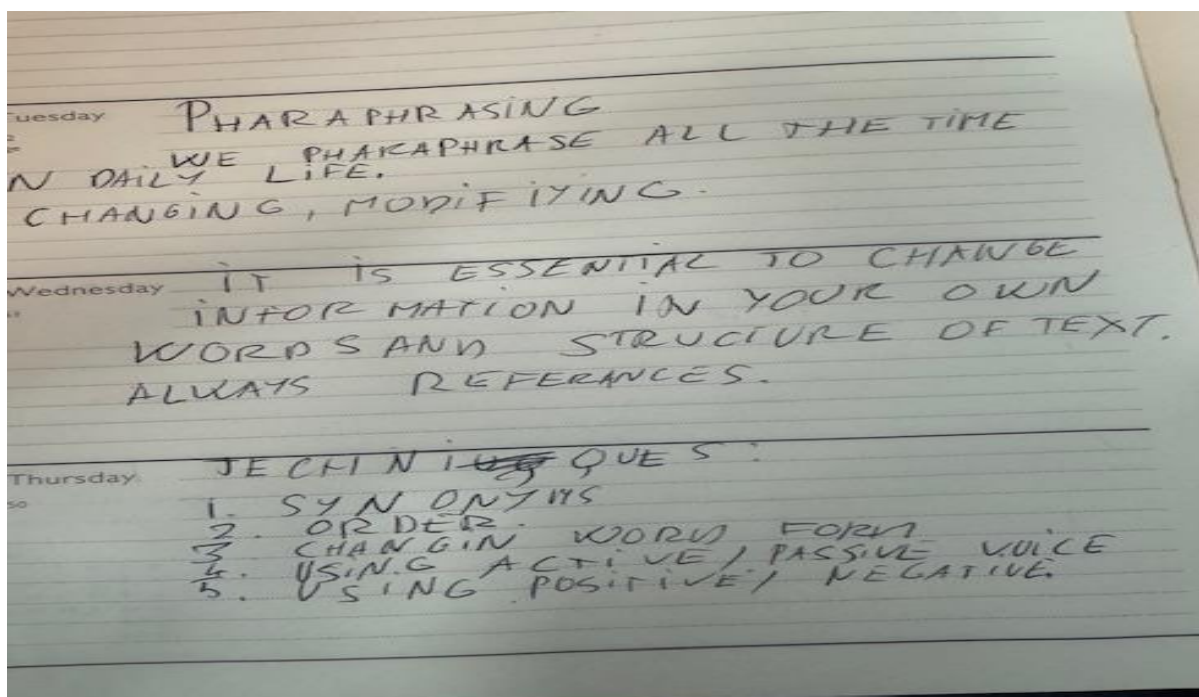
(Appendix nr1. Note taking types)



(Appendix Nr2 Cornell note taking)



(Appendix Nr3 Information sources)



(Appendix Nr4 Pharaphrasing)