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Introduction

In this report I will reflect on my learning in the academic skills module. Academic skills include reading, writing, critical thinking, research, analysis and problem solving. These skills are typically learned in an educational setting such as schools, colleges and universities. They are important for achieving academic goals and pursuing further education and career opportunities. (LinkedIn 2024). More precisely I will also be reflecting on Note taking, which we as a group, learnt about in week 2. I will be specifically talking about mind maps, which is like brainstorming. In addition, I will be addressing tabular notes which emphasizes the process of summarizing notes. In the end of this report, I will be reflecting on Referencing giving evidence of how I source all my information.

Description

In week 2, we discussed our Note Taking Topic. Note Taking is the practice of recording information from different sources and platforms. There are many ways to take notes. I will focus on Mind maps and Tabular notes.

MIND MAPS: Mind maps are diagrams of an individual's thought process used to organize ideas. They are a creative, flexible alternative to other structured forms of organization. Mind maps are similar to brainstorming. Both are often outlined in school. When using a mind map an individual can collect a lot more information as it's like a point of information leading into another part of knowledge. Once you have the main body topic all the rest of the information can be bullet points. According to Wrike (2024), Independent filmmakers may use mind maps to brainstorm scenes, characters ideas as well as financing, production logistics, and target audiences. An example, the author builds their protagonist using one topic (character's name) and multiple main ideas including education, romantic life, imagery personality type, principles and family history. In the beginning of this module, I was unsure if using mind map experience would help me, as I needed a lot of information and research. However, learning how much information can be added to a mind map has helped me. This is because the bullet pointed information is easier to retain and allow me to make connections

between ideas. This helps me with my studies. By far mind maps are my favourite way to write my notes I now have a lot of confidence in note taking.

TABULAR NOTES:

Tabular notes are a good note taking technique if you need to summarise information. This is done in a table form which consists of 4 columns and 4 rows. According to university of Bolton (2006) tabular notes allows you to categorize information, i.e. sort it into groups. You can then record details about the groups, for example characteristics, advantages, disadvantages etc. It is a useful revision tool as you can cover the detail and use the key words as prompts. This type of note taking can be useful when you need to compare and summarize information like in debates with different viewpoints. However, this method of note taking is not my favourite the strategy for making information meaningful. I find it to be in an ineffective style of note taking or learning as I find I'm writing a lot of information before getting to the actual topic of the task.

LINEAR NOTES:

Linear notes are in a list like format written down the page and organised according to headings and numbered points and subheadings. There is also Non-linear note taking which is more integrated knowledge management enables deeper understanding. According to Newcastle University (2024) Analytical tasks and arguments and processes can be broken down into subsections with further definitions and explanations. This strategy can help you follow the order of the lecture or text you're reading so you can see how arguments are built and developed or note the key points from each section of a paper this may be useful if you are summarising a text or lecture. Another way is to note down the main topics from introduction and give each a letter or number to use later when there discussed in more detail doing this will help avoid repetition and saves time.

ACADEMIC SKILLS:

There are many parts to academic skills like problem solving, time management, digital literacy, note taking, critical thinking, summarising, presentation and public speaking. These are just a few subjects that are covered in academic skills giving

ability to analyse and evaluate information. Academic writing is not the same as everyday writing. The differences are evident as academic writing includes reading, critical thinking, analysis, research and problem solving. These skills are typically learned in an educational setting such as schools, colleges and universities. According to LinkedIn (2023) A boost in your self confidence while some people believe academic strategies and skills only apply to scholarly world this is not entirely accurate. Academic skills can also benefit individuals in the workplace. Academic skills are the traits and academic strategies that help you become a better student. Aim to provide important skills needed to succeed as a student in higher learning. Academic skills are necessary because in life they are intertwined with a lot of other types of skills that you need in various aspects of your life. Academic writing is writing which communicates ideas, information and research to wider academic community. Academic writing should be clear precise language to make sure the reader understands the meaning. This means considering all sides of the issue and avoiding bias. All research, arguments and evidence can be challenged and its important for the writer to show stance on a particular topic. According to Eapfoundation (2013) opinions and arguments in academic writing should be supported by evidence often the writing will be based on information from experts in the field and as such it will be important to reference the information appropriately. Writing does more than just explain as an academic writer, you should not simply accept everything you read as a fact.

REFERENCING:

In week 3 we learnt about Harvad Referencing which is research by reading to find information you need key information you need to provide, the Authors initials and surname, the Year of publication, Title of book, paper or article and Place of publication (if it's a book) and Publisher.

Referencing is also how you acknowledge a source of information you have used or added to your work. A statement cannot be made of fact without supporting evidence. According to Massey university (2020) Referencing is used to tell the reader where

ideas from other sources have been used in assignment. There are many reasons why it is important to reference sources correctly. It properly credits the originators of ideas, theories and research findings. Failure to properly acknowledge sources is called Plagiarism. It can carry significant academic penalties. Fortunately, plagiarism is easy to avoid by following a few basic principles. It is there and easy to be misunderstood as there are many ways of plagiarism such as self-plagiarism which is recycling of a classmate's own work from previous assessments without reference. Poor paraphrasing which is recreating or rewording words of another person's work. These are just a few examples of plagiarism. Giving the writer credit within the body of work, wherever their previous writing or ideas can avoid losing any marks or being penalised.

CONCLUSION:

In summary my learning academic skills, note taking and referencing has been challenging for me. I found learning academic skills very informative as there is quite a lot to the topic some, I didn't even realise was associated for instance time management, problem solving and critical thinking these are just a few topics in the module. Time management is allocating time to study using time effectively allows you to keep control of all your social activities and work. You should direct your efforts appropriately and that is towards the things that are most important. Reduce time waste as there are 168 hours in a week. I learnt that there are many time management strategies for instance The 4D strategy, The pomodoro technique and The Eisenhower Decision Matrix. These are just a few examples of time management strategies. Academic writing was by far my favourite part of the module it's been a long time since I have had to write anything. I was very nervous but through learning this module it has given me confidence, so when it came to writing this report, I felt quite positive. Note taking was challenging as I genuinely didn't know there were so many ways to note taking. Tabular and Linear note taking were not my strong points as I could not get to grips with the method but a few of my classmates found them an effective way to take notes. The most effective for me is mind maps. These are just like brainstorming which is something I'm familiar with as I use to do them at school. However, mind mapping allows for more information and structure.

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