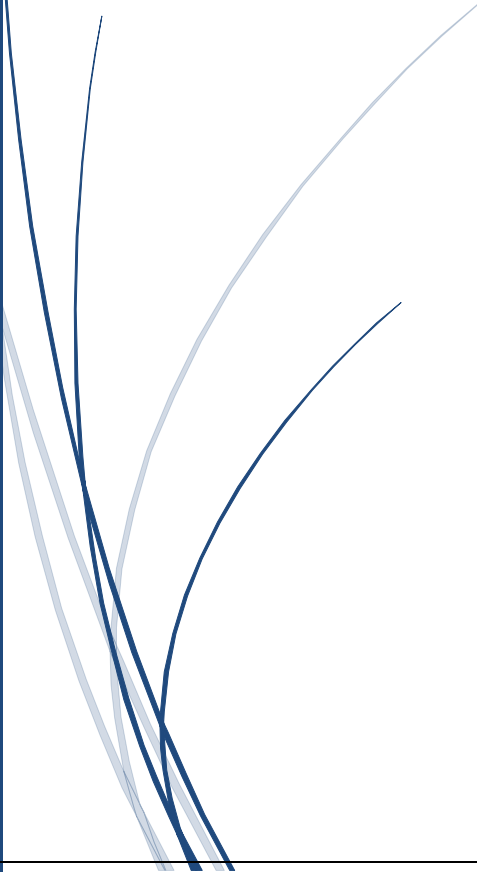




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Reflective report



MODULE NAME: ACADEMIC SKILLS
MODULE CODE: LCLM 4001
STUDENT'S NAME: LUDMILA PISICA
STUDENT'S ID: 2322315
GROUP: 2
LECTURER'S NAME: SAMUEL D'ELIA

UNIVERSITY OF WALES TRINITY SAINT
DAVID (LONDON CAMPUS)

Executive Summary

The aim of the report is to uphold the significance of the academic skills for an aspirant. The term Academic skills represents such kinds of skills of learning and studying that are quite significant for each and every individual in order to gain success and career options in the future. Therefore, it can be stated that these skills are beneficial to gain interpersonal skills and confidence for achieving future goals in a professional career. Focusing on this concept, this report focused on my Academic Writing skills, Note-taking Skills and Reflection Skills along with their benefits and limitations.

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Introduction

As opined by Gallen *et al.*, (2023), the term Academic skills represents such kinds of skills of learning and studying that are quite significant for each and every individual in order to gain success and career options in the future. Therefore, it can be stated that these skills are beneficial to gain interpersonal skills and confidence for achieving future goals in a professional career. In this context, these skills help an aspirant to recognise the required skills and the current state of the student, which can be helpful for them in terms of boosting the confidence level, competence and self-esteem. In order to provide academic skills to the student all universities and institutes follow four steps, which are, Communication, Collaboration, Creative Thinking and Critical thinking. In this report, I am going to focus on three significant academic skills along with their positive and negative impacts on my educational experience which are, Academic Writing Skills, Note-taking Skills and Referencing Skills.

Main Analysis

There are different types of reflective models available from which I select Gibbs' Reflective Model to discuss all of the positive and negative impacts of academic skills. These are discussed in the following,

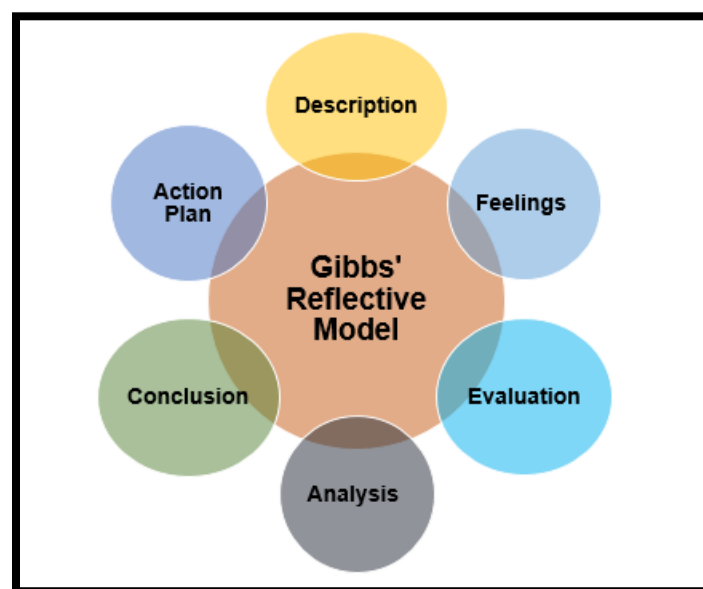


Figure 1: Gibbs' Reflective Model

(Source: Self-Developed)

Academic Writing Skills

Description

Academic writing skills are the most significant process for the aspirants in terms of codifying, producing, evaluating, transmitting, renovating, teaching and learning any kind of knowledge and ideology from the perspective of academic disciplines (Yahia and Egbert, 2023). In this context, I was introduced to the different types of academic learning styles, which are, descriptive, persuasive, analytical and critical.

Feelings

As per the views of Birhan *et al.*, (2021), at the primary stage of learning these skills, I was quite confident and excited about learning academic writing skills, as I have quite a strong knowledge of grammar, parts of speech and sentence construction. However, with time I got to know different kinds of writing strategies like Prewriting, Research, Drafting, Revising and Editing in proofreading, in which I felt a little bit of challenges as I came to know about them very first time.

Evaluation

Prewriting helps to boost the relevant thinking and decision-making process. Therefore, this writing style helps me to go through the topic more deeply and analyse whether I understand the concept or not. Research and Drafting refer to the further searching of the concept along with proper writing and the relevant instructions. Therefore, I understand the topic from various resources and am able to note down the significant information.

Analysis

Academic writing skills help to boost creativity, research ability, Analytical thinking, and boost focus and develop the communication level of a student. Similarly, I benefitted from enhancing my analytical thinking ability which gives me the most significant and relevant information from a topic or concept, through which I was able to participate in various discussions or instruction-related communications with my batch mates.

Conclusion

Academic writing is the most significant part of writing the most relevant and significant information in a quite efficient and constructive way. According to me I am able to maintain a basic level of writing and can successfully meet the criteria of this writing skill, still, I need to follow construct some planning in order to upgrade the skill forward.

Action Plan

In order to boost my research skills and thinking skills, I can search for the topic or concepts from different resources so that I can understand further the topic, which may help me to develop my writing in a constructive and informative way. My target is to achieve these skills within 3 to 4 months.

Note-taking Skills

Description

Note-taking ability is another significant strategy for the aspirants, through which they can organise information, innovative ideas and the learning outcome in a systematic and chronological manner (Joyce and Boyle, 2020). While learning this skill I got familiar with Mind Mapping, Sentence Constructions, Charts and many more.

Feelings

Being grammatically strong and efficient in constructing sentences I was quite excited to adopt the note-taking skill. Moreover, as it going to boost my constructive writing I was confident enough to be a part of this learning. However, while learning the topics of chart or mapping I found a little issue as I was not expert enough to handle the tactics of these skills.

Evaluation

Mind mapping strategy helps to remember the relevant information, boost productivity, and develop creative skills and thus an effective collaboration can be made by a learner (Chen, 2021). With the help of these, I helped my batch mates understand the gist of the topic which enhanced my flexibility and transparent approach towards them. In this

context, I was quite instructive and up to the point while discussing the topics with my batch mates or taking part in some debate sessions.

Analysis

Effective note-taking skills generally help to note down the relevant and most significant information from the topics or concepts. Therefore, I can able to remember the information for a long period of time and also it boosted my critical thinking through which I understand the topic in an in-depth and constructive way. As a result, I gained an advantageous position from others and performed well in the debate sessions. On the other hand, as per this note taking skill, I efficiently note down some innovative points from others, which helped me gain further information on the topic.

Conclusion

Though I can efficiently able to note down all the relevant information, in a constructive way, still I need some action plan following which I can brush up on this skill further. As a result, I can efficiently handle the work pressure as a working professional. Moreover, I need to brush up my skills of creative thinking and productivity so that I can get the topic in depth, which will help me to take down the notes in effective and constructive manner.

Action Plan

According to Jardim (2021), in order to understand a topic in more depth firstly, I can search for the topic or the case study of the topic from the internet or Google Scholar, which can give more generalise and in-depth information from which I can able to develop relevant information for note taking. Additionally, I can follow some online tutorials or podcasts for writing skill learning so that I can write notes in both constructive and generalised ways. I need an estimated time of 4 to 5 Months to achieve this skill efficiently.

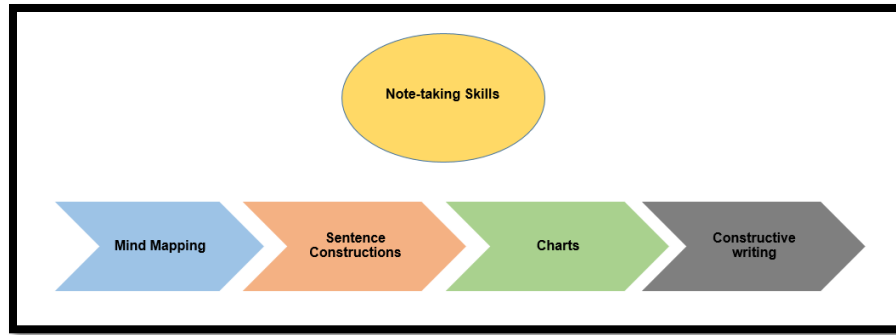


Figure 2: Note-taking Skills

(Source: Self-Developed)

Referencing Skills

Description

A proper referencing skill helps a learner avoid any kind of plagiarism along with clearing your idea that has been stated by someone else. In this context, I was introduced to various types of citations, referencing skills and multiple types of formats for referencing, which are accordingly, MLA (Modern Languages Association), American Psychological Association typically known as APA, MHRA, Harvard referencing system and many more. In this context, it is very crucial to site them as back in text or front in text (Pham, 2022).

Feelings

I am always excited to learn multiple innovative concepts and try to adopt those as soon as possible. Similarly, at the initial point, I was quite excited and confident to learn these kinds of stuff and was mentally prepared to face the challenges of learning. However, while learning these skills and becoming used top with these referencing concepts I felt quite confused and disturbed to recalling the relevant referencing patterns and their guidelines.

Evaluation

The referencing skills refer to the pattern through which the aspirants utilise the source of the information in their work or writing the thesis. Therefore, it needs to search multiple resources through which relevant and constructive information can be gathered and mentioned in the report or any academic writing. Similarly, I go through multiple resources

to search for the topic and have to identify the relevant information to be written and have to cite them accordingly. In the case of from in text and back in text, it is quite crucial to follow the guidelines in order to avoid any kind of plagiarism.

Analysis

As per the referencing style, it allows the learner to take information from different kinds of resources to make the concept or topic relevant and constructive according to the information. Therefore, it needs to search multiple resources through which relevant and constructive information can be gathered and mentioned in the report or any academic writing.

Conclusion

I have to go through the guidelines of multiple referencing skills along with choosing the relevant site for the information. In this way not only my writing will be constructive and informative but also it will maintain compactness along with the updated information.

Action Plan

According to my current position of learning the referencing skill I need to go through some online tutorials on referencing learning as well as take down the guidelines of the referencing skill on a personal note. Therefore, it will help me to go through with the guidelines which help me to avoid referencing mistakes. It may require an estimated time of 2 months.

Conclusion

The term Academic skills represents such kinds of skills of learning and studying that are quite significant for each and every individual in order to gain success and career options in the future. Therefore, it can be stated that these skills are beneficial to gain interpersonal skills and confidence for achieving future goals in a professional career. In this context, these skills help an aspirant to recognise the required skills and the current state of the student, which can be helpful for them in terms of boosting the confidence level, competence and self-esteem. In order to provide academic skills to the student all universities and institutes follow four steps, which are, Communication, Collaboration, Creative Thinking and Critical thinking. In this report, I focused on the three significant

academic skills along with their positive and negative impacts on my educational experience which are, Academic Writing Skills, Note-taking Skills and Referencing Skills.

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