

Title: Module: LML4001 Academic skills

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Content

Report on Notetaking

Summarizing, and reflective writing using Gibbs”

Introduction

Writing requires analyzing one's experiences, understanding to draw insights and make connections.

Note-taking is a crucial skill for success in schoolwork and daily life. It's more than just writing down what you hear or read, it involves listening carefully to information in a useful way.

We find ourselves sometimes not remembering important information from our lectures.

Notetaking allows us to take down the most important information. We can optimize our note taking strategy to improve our memory retention.

Important points from lecturers, readings, or meetings. By summarizing information as you go, you can turn complex ideas into simple, clear notes that are easier to review later.

As you jot down your thoughts, your mind begins to weave a tapestry of ideas and connections, creating a vivid picture of the information you're trying to retain.

Complex ideas into simple, clear notes that are easier to review later.

In recent lesson, I employed these skills as follows

Notetaking: System which divides notes into three sections cues, notes, and summary. This method allowed me to capture detailed information while showing a proven structured way to review and synthesize the content later.

Summarizing: This involved highlighting the core arguments and insight from the lecturer and condensing into brief paragraph was both rewarding frustrating. Condensing complex ideas into a concise summary required careful consideration. I successfully captured the essence of the lesson but also recognized areas where my summarization skills could improve.

Reflective: Writing engages in the reflective writing to evaluate how the lecture content relates to my previous knowledge and future academic goals. This involved analysing how the new information challenged or reinforced my existing understanding. I felt a mix of satisfaction and ease as I critically seen how the seminar content intersected with my prior knowledge. The reflective process highlighted gaps in my understanding and provided insights into how i could enhance my academic practice.

Initially the volume of information presented during the lecture. The notetaking process was challenging as I struggle to balance recording details and engaging with the content actively. However, as I processed, I began to appreciate the effectiveness of the Cornell method. Which provided a clear structure for my notes.

Reflective Writing

Reflective writing is a good way to calm down the mind. For those with a lot in their mind, it gives them the ability to actually organise thoughts and really find out what is going through their mind. You get to understand yourself better and have more control over the mind.

People use reflection writing for personal development purposes. Some write how their day has gone and see what they did right or wrong to see ways they can improve. Overall, reflective writing practice enables professionals to use this skill to learn about themselves, their work, and life in general.

(This has no reference, this comes from my own understanding.)

Summarization:

After a lecture or reading, write a short summary in your own words. This exercise helps you understand and remember the main points better. It's good to review your notes regularly and go over your notes to fill in gaps and clarify any confusing parts. Revisiting your notes soon after taking them helps reinforce your learning.

GIBBS reflective model

1Q - What was the lecture about?

1A - About note taking, summarising and reflective writing.

2Q - How did you feel during the lecture?

2A - I found it confusing the topic because it was the first time to hear it. The more researching I did the more I started to understand.

3Q - Was it useful?

3A - Yes it was useful. Understanding these has helped me be better in my studies.

4Q - What has experts said about this topic?

4A - The Gibbs' cycle, used in reflective practice, is a tool for self-reflection, mental wellbeing monitoring, academic learning and teaching activities, personal and professional development.

It is structured in six phases: description, feelings, evaluation, conclusions, and action plan. Considering well-being and mental health as fundamental players in development paths (academic, professional, human), it becomes important to consider emotions in a new structure of the Gibbs' model. The narrative review is based on the observation of twenty manuscripts, in which the consideration and analysis of emotions in the reflective cycle was sought.

5Q – What will you focus on to improve?

5A – I will focus on taking notes while listening, and making sure I write down good notes that will help me to revise and be better in my studies.

6Q - What is your future action plan?

6A – I want to learn and start a online business

Evaluation:

Notetaking using the Cornell method proves defective organizing information facilitating review. Research supports this method's efficacy in retention and comprehension (Pauk, & Owens 2013).

The structure format helps main ideas supporting details, my ability to study.

Analysis:

The effectiveness of notetaking, Summarizing, and effective writing can be analyzed impact on academic performance and personal development. Cornell the notetaking system's structure approach in organizing information systematically, which supports better retention and comprehension (Pauk & Owens, 2013).

Summarizing is a critical skill for academic success. Identifying key concepts and understanding them relevant. And long-term retention (Jones & Smith.2020). Needs to ongoing practice to improve these skills and overcomplication.

Reflective writing fosters critical thinking by encouraging individuals to analyze their experience and integrate new knowledge (moon,2013). Reflective practice despite initial discomfort, to contribute to personal and academic growth (Brookfield, 2017).

Conclusion:

In conclusion, the skills note taking, summarizing, and reflective writing are integral to academic success and personal development. Using Gibbs' Reflection Cycle has provided valuable insight into my experience to my skills. Note taking particularly through structured methods like the Cornell system, facilitates organized and effective study practices though it requires ongoing refinement. Reflective writing enhances critical thinking and personal growth, despite its challenges. Moving forward, I will focus on improving my summarizing skills through additional practice and continue to engage in reflective writing to deepen my learning and self-awareness.

Note-taking is a valuable skill that helps with learning and remembering information. By using techniques like the Cornell Method, reflective, summarization, active listening, and regular review can improve how you capture, organize, and understand information.

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