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Task 3 academic skills 1500 word

Enhancing Referencing Skills:

My referencing abilities have changed significantly during my academic journey. My ability to properly and efficiently reference sources has significantly improved because to practice and ongoing feedback. This thoughtful study will examine the major elements that have contributed to this improvement and consider the difficulties that have been faced. Realising the value of consistency and accuracy was one of the key components in developing my referencing abilities. In the beginning, I had trouble sticking to a standard referencing style and would often mix several forms in one document. This difference affected my work's academic credibility in addition to making it harder to read. I took the effort to become familiar with the particular referencing requirements in order to resolve this issue. Various tasks supported me with this, such as the YouTube links in the lesson which familiarized me with referencing and gave me a very good insight for what I need to do. At first, I thought of reference as more of a useless tool than as an essential component of academic writing. But as I dug deeper into the research process, I learned to value referring as a way to build credibility, acknowledge the intellectual contributions of others, and encourage more research on the subject. I actively sought out criticism from teachers, classmates, and internet sources in order to identify my areas of weakness and grow from my errors. I was able to spot recurring mistakes, including uneven formatting, missing citations, or inaccurate page numbers, with the use of constructive criticism. By using this criticism to my work, I was able to progressively improve my attention and learn to foresee typical reference problems. Keeping track of the enormous number of sources and making sure they were accurately referenced while staying under word limits was one of the hardest things I had to do. This occasionally required choosing which sources to emphasise and how best present their value in the text in a concise manner. Furthermore, figuring out how to properly cite digital sources—like webpages, articles online, and posts on social media—posed difficulties that called for close attention. To sum up, the process of improving my referencing abilities has been both demanding and rewarding. I have conquered my first

obstacles and gained a greater understanding of the meaning of reference in academic writing by dedication.

Summarizing skills:

During the course of my education, I have developed my summarising skills to a large degree, moving from basic content memorization to an advanced capacity to effectively and quickly summarise complicated concepts. This reflection report will examine the major elements that have contributed to this advancement and consider the difficulties that I have been faced.

My early attempts at summarising were basic, with an ability to just repeat facts without considering their importance or usefulness. The outcome of this weak method was often summaries that were short and did not convey the meaning of the source text. I started a journey of self-improvement, guided by the ideas of thinking critically, after realising the weaknesses of this method. A greater understanding of the underlying topic was one of the key elements that helped me improve my summarising skills. Instead of seeing summarising as a repetitive chore, I discovered how to speak carefully with the text, picking out important ideas, points of disagreement, and supporting details. I was able to identify the most important details and condense them into brief overviews while staying true to the original context.

In addition, I adopted an organised approach to summarising that involved dividing complicated material into manageable sections, figuring out the main ideas, and arranging them sensibly. This methodical strategy improved the clarity and coherence of the final summaries in addition to making the summary process easier. Furthermore, I became extremely mindful of the expectations and preferences of my audience and customised my summaries to fit the particular setting and goal, even if it may be research reports, presentations, or academic articles.

I also made an effort to ask mentors, teachers, and peers for comments so that I could improve my summarising abilities. I was able to discover areas for development, information, simplicity, and relevancy, with the help of constructive feedback. I improved my ability to select the most important information and deliver it in an engaging way by applying this feedback to my work. Some of the main things in the PowerPoint when I was in class that helped me was a step-by-step guide to summarising which helped me massively as I got a guide on the exact things I needed to do which put me in a good and positive head space for me to fully complete my work with minimal errors and wrong answers.

In an effort to get better at summarising, I also tried to get feedback from classmates, professors, and mentors. With the use of helpful criticism, I was able to identify areas for improvement in terms of information, relevancy, simplicity, and development. Using this feedback to my work helped me become better at identifying the most important information and presenting it in a unique way. To sum up, my journey of growth and constant improvement can be seen in the development of my summarising skills. With dedication, reflection, and a dedication to quality, I have developed from a beginner summarizer to a more advanced one. As I go forward, I have no doubt that these improved abilities will further my studies and provide me the ability to successfully express complicated ideas to a variety of audiences.

Advancing Paraphrasing Skills

Effective paraphrasing has changed dramatically over time, moving from a simple talent to a sophisticated one defined by detail, creativity, and clarity. This reflection report will examine the major elements influencing this advancement and consider the difficulties experienced during the course of the project.

Paraphrasing proved to be a difficult task at first since I had trouble finding a way to convey the text's original meaning in my own words without losing its original meaning. My efforts to paraphrase frequently ended up being little more than word rearrangements or accidental copying, with the essential ideas of the source material mostly unchanged. I started a journey of self-improvement, guided by the ideas of critical thinking, and honesty, after realising the drawbacks of this method.

Greater understanding of the underlying topic was one of the key elements that helped me improve my paraphrase abilities. Instead of seeing paraphrase as a mechanical process, I discovered how to interact critically with the text, analysing its main ideas and supporting claims. I was able to absorb the main ideas of the original book and convey them in a way that was true to their original meaning while also reflecting my own voice thanks to this deeper engagement.

In addition, I established a methodical approach to paraphrasing that involved breaking down complicated sentences into their individual pieces, figuring out the main concepts, and then rewording those ideas. This critical thinking

method improved my understanding of the underlying ideas in addition to making the paraphrasing process easier. Apart from that, I developed a wide vocabulary and knowledge of language tools, which has helped me communicate thoughts in a straightforward manner and confidently. But the process of developing my paraphrasing abilities wasn't without its difficulties. Staying away from accidental plagiarism and upholding my standards when paraphrasing was one of the hardest things I had to deal with. There were moments when I unintentionally paraphrased too much from the original work or forgot to give proper credit when credit was due. I developed my ability to negotiate these ethical issues and preserve the values of academic honesty by strict self-monitoring and compliance to citation guidelines. Some of the PowerPoints we done in class helped me massively with my paraphrase skills such as the examples of it, this really helped me as I was confused on what exactly it was, so when I got the examples it really gave me a better and more precise understanding so I could complete this course fully.

To sum up, the development of my paraphrasing abilities is a process of learning, development, and ongoing improvement. I have improved my paraphrasing skills and become a more skilled interpreter and communicator of ideas by practicing hard, thinking carefully, and striving for excellence. I am sure that going forward, these improved abilities will not only benefit me in my studies but also provide me the ability to participate more completely in academic discussions and make a significant contribution with knowledge.