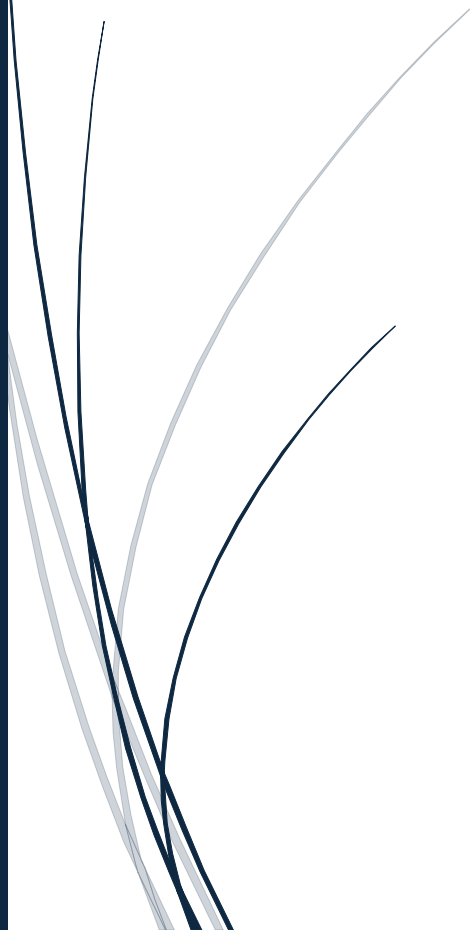


20/08/2024

The benefits of academic skills

Task 3 reflective report term 1
group 5



Edis Mjekra (2336012)

LECTURER'S NAME: MOHAMMAD RAHMAN

Introduction

What is a skill? A skill is The application of knowledge into practise.

What is an academic skill then? An academic skill is a skill that is applied into higher education.

Academic skills are crucial aspect of an higher education it gives you the tools to advance on your studies and university's path, This skills will help you to manage your time on studying, personal and work, also give you the knowledge on how to carry on your assessments, to structure them, how to write them, how to research the materials you need for completing the assessments and how to reference the material that you used on them. These skills will not only be used in the beginning of your studies but throughout the whole duration of your university's journey.

From the many topics that we reviewed this first term, I decided to analyse and describe in this report three of them:

1. note taking skill
2. paraphrasing skill
3. reflection skill

1 Note taking Skill

Note taking is the act of writing down Pieces of information so we can revisit and recall them when we need it. Note taking variate based on our working memory capacity (WMC), that can be: high capacity being able to remember 10 types of information, Medium capacity Remembering 6 types of information And low capacity being able to remember only 3 types of information.

Based on the WMC A student can choose many types of note taking, The most common's are:

- Diagram
- Mind map
- Linear notes
- Tabular notes
- Cornell's notes

In the diagram note we write The main topic in the middle And from it we draw lines describing the various subtopics Where we can add underneath more details about each subtopic.

The mind map has a similar form Like the diagram but is more connected to the way of thinking by putting the main topic in the centre and branching off the various aspects of topic like what we feel about it, what we see, what we hear, etc.

The linear notes are similar to a bulleted list we have the main topic as the 1st line and after we got subtopics with their respective details all one underneath each other.

On the tabular notes we have the information wrote down in a table like system very useful if we need to compare different topics.

Cornell's notes they are the why did in three sections one section we write down the information on a second section we write down the cue's about that information and on the third section usually at the bottom we write down a summary of the whole informations.

2 Paraphrasing skill

Paraphrasing is the concept of changing words and structure of somebody elses work to match your own, is one of the key aspects if we want to avoid plagiarism And Demonstrate the understanding of another Author's work, giving credit to them By providing a reference.

There are various techniques that we can use to paraphrase: using synonyms, Changing the order of the words, changing the form of the words, switching between positive and negative,etc.

3 Reflection skills

The reflection is an analysis of an experience, the practise of certain experience the skills used with it and the response of the experience itself. It translates into looking back at the event or idea, analysing it and thinking carefully about what certain event or idea means to you.

To help us reach a better reflection of an experience or idea 3 framework of reflection where created by three different individuals:

- Gibb's reflective cycle 1988
- Kolb's experiential learning cycle 1984
- Driscoll's model 1994/2000

Gibb's reflective cycle is divided into six points:

1. Description. Simply describ the experience without any personal input.
2. Feelings. what was the reaction and the feeling you had.
3. Evaluation. the pro and cons of the experience.
4. Analysis. Analyse the experience With outside ideas of the experience or others people Similar experience.
5. Conclusion. Putting all the information about the experience together.
6. Personal action plans. How you gonna conduct yourself in the future with the same experience, what will you do differently And what will it make a better outcome.

Kolb's experiential learning cycle is divided in 4 major points:

1. concrete experience in acting the experience itself.
2. Reflective observation reviewing the experience and reflect on it.
3. Abstract conceptualization draw conclusions of the experience and learn from it.
4. Active experimentation Plan and put in practise what you have learned.

Driscoll's model Is represented by 7 steps that we do when we are having an experience:

First step having the actual experience followed by the second step Describe the event, on the third step we have a reflection on specific aspects of the experience, the fourth step is an analysis of the event, The 5th step is discovering what we have learned from the reflection

process followed by the 6th step What action can be taken after the event, the last step Use this new action regarding this experience for future similar events.

Conclusion

This report is a perfect example of how I personally used this 3 academic skills, I used the notes then I took during class that helped me remember all the key points that I need it, I also used paraphrasing from the sources that I researched so it could be put in my personal wording, And I also used kolb' Experiential learning cycle To reflect on all the materials that I found and studied, Making all this possible. I personally managed to do this with only three skills if we add the rest sky is the limit.

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