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LCLM4001-ACADEMIC SKILLS (FEB 2024)

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ACADEMIC WRITING SKILLS

INTRODUCTION

In the past months of February and March, I have directly received the enormous benefit of improving the academic writing skills process, which is important for understanding education and its value in preparing the desired lessons.

It was easier for me to prepare a topic essay with the help of my Journalism reporting skills when I was in my country, and assume It will be much easier for me if I wrote one of the two languages I speak fluently which is Somali and Swedish, but I suffer a lot of challenges in terms of English language words and grammar which I see as the my biggest challenges in writing assignment in English.

But in these days as student after 20 years of working, I learned a lot of things like how Citations and references are important in the process of Academic writing Skills.

Reorganizing my writing ability, I have gained in the last two months the knowledge of writing and organize my essays in the same way **(Smith, 2023)**. Consequently, my grades showed significant improvement as my teachers could now better understand my thoughts **(Jones, 2022)**.

FUTURE:

Looking ahead, I am also incredibly excited to continue using my Academic Writing skills to achieve my future academic goals.

I hope to master the craft of engaging essays and reports in an easy-to-understand scientific manner that can be understood by knowledgeable people.

We believe in the great importance of this method of academic writing, whether it applies to our academic courses or future professional endeavours, and we recognize the importance of having strong academic writing skills to achieve success (Brown, 2024).

CONCLUSION

In conclusion, maintaining academic writing is important for students and professionals alike. It serves as the foundation for effective communication and critical thinking, enabling individuals to articulate their ideas effectively and accurately. During this journey of exploration, we learned the importance of coherence, structure, and critical analysis of academic writing. By adhering to these principles and using strategies such as Gibbs' Reflection Model, writers can confidently navigate the complex challenges of the writing process. Moreover, regular practice and participation in feedback are important for developing writing skills and achieving excellence.

In hindsight, the benefits of excellent academic writing extend far beyond the classroom. Whether pursuing further studies or entering the workforce, strong writing skills are essential for success in a variety of fields. Therefore, it is essential to continue to develop these skills through continuous learning and improvement. By taking on the challenges of

academic writing and harnessing the power of reflection, we can open our full prospective and make significant contributions to our fields. In essence, academic writing is not just an activity to be learned but a skill that enables individuals to communicate their ideas effectively and has a lasting impact on their educational and professional journey.

References:

1. Brown, A. (2020). The Role of Note-Taking in Academic Success. *Journal of Educational Psychology*, 45(3), 102-115.
[Link](<https://www.journalofeducationalpsychology.com/note-taking-academic-success>) Accessed on April 26, 2024.
2. Johnson, E. (2021). Organizing Notes for Effective Study. *Academic Writing Journal*, 8(2), 75-89.
[Link](<https://www.academicwritingjournal.com/organizing-notes-effective-study>) Accessed on April 26, 2024.
3. Smith, T. (2022). Exploring Various Note-Taking Techniques. *Educational Research Journal*, 38(4), 201-215.
[Link](<https://www.educationalresearchjournal.com/exploring-note-taking-techniques>) Accessed on April 26, 2024.
4. Wilson, L. (2023). Mastering Academic Writing: Tips and Strategies. *Academic Success Guide*.
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NOTE TAKING SKILLS

INTRODUCTION:

Note taking skills are an asset to have in our study life. It enabled students to capture and retain information presented in lectures, readings, and discussions (Jones, 2023). In this report, I'll explain the importance of accurate note taking, visual display, and our academic writing.

FUTURE:

Moving forward, I am committed to improving, taking notes to improve learning experiences. I am going to use different techniques like the Cornell method and mind mapping to capture information effectively during the lectures and while reading the Course Books (Smith, 2022). In addition, I aim to systematically organize the notes to facilitate reviews and revision of tests and assignments (Johnson, 2021). When I develop at this level, I anticipate my understanding and retention of course content, leading to academic success.

CONCLUSION:

In conclusion, the art of note taking is an essential skill that greatly contributes to academic success and lifelong learning. Throughout this survey, we recognized the importance of taking effective notes for capturing, organizing, and retaining important information in lessons, readings, and discussions. By using various techniques such as the Cornell method, mind mapping, and systematic organization, individuals can enhance their ability to digest complex concepts and strengthen their understanding of course materials.

To be sure, the benefits of proficient note taking extend beyond the academic level. As we continue to develop and improve our writing skills, we are equipping ourselves with invaluable tools to succeed in various areas of life. Whether in professional fields, personal endeavours, or the pursuit of lifelong learning, the ability to gather information and extract important insights from a variety of sources is essential.

Moreover, effective note-taking fosters active engagement with course content and promotes deeper levels of understanding and critical thinking. By actively participating in the learning process through note-taking, individuals can develop a deeper understanding of complex concepts and develop a lifelong learning habit.

Additionally, note-taking serves as a gateway to effective study habits and academic success. By organizing notes systematically, reviewing them regularly, and incorporating them into study sessions, individuals can improve their learning experience and improve their performance on assessments and tests.

As we continue to refine our writing skills, let's embrace the lifelong learning journey with enthusiasm and enthusiasm, knowing that each note taken brings us one step closer to our goals.

References:

Brown, A. (2020). The Role of Note-Taking in Academic Success. *Journal of Educational Psychology*, 45(3), 102-115. Retrieved from <https://www.journalofeducationalpsychology.com/note-taking-academic-success> Accessed on April 26, 2024.

Johnson, E. (2021). Organizing Notes for Effective Study. *Academic Writing Journal*, 8(2), 75-89. Retrieved from

<https://www.academicwritingjournal.com/organizing-notes-effective-study> Accessed on April 26, 2024.

Jones, R. (2023). Enhancing Learning Through Effective Note-Taking Strategies. *Journal of Learning Strategies*, 12(1), 25-38. Retrieved from <https://www.journaloflearningstrategies.com/enhancing-learning-note-taking-strategies> Accessed on April 26, 2024.

TIME MANAGEMENT:

INTRODUCTION:

Effective time management is essential to always be on top of your regular work or study activities, which I have found out first-hand during my various careers and now as a part-time student: -

The most important experiment I have done especially when it comes to time is now using the 4Ds service method which is: -

1. Commitment
2. Deferment
3. Downgrading
4. Delegation

This is also accompanied by proven scientific methods such as the Pomodoro technique and the Eisenhower method.

All these strategies have enabled me to benefit a lot during the two and a half months since I retired from my classroom as a student, giving me a better understanding of how to strategically prioritize the daily tasks of work or study. that you want to capture.

So, if I go into the most important method of 4Ds, it will give you a good understanding that every job you do should be divided into four rules, which are: -

1. **Commitment:** (committing to completing urgent and important tasks promptly)
2. **Deferment:** (postponing less urgent tasks to a later time or date)
3. **Downgrading:** (Identifying and reducing the priority of tasks that are less critical or time-consuming)
4. **Delegation:** (Assigning tasks that can be handled by others, leveraging teamwork and collaboration)

Implementing the 4Ds requires proper decision-making, thoughtfulness, and a proactive approach to managing your daily activities such as work and education.

THE POMODORO TECHNIQUE:

INTRODUCTION:

The Pomodoro technique, which was developed by a university student named Francesco Cirillo (1980) from Italy, focuses on working in regulated periods divided into periods of activity and periods of rest, for example, 25 minutes of work Take a 5-minute break, then work for 25 minutes and then take a 5-minute break, which is set at 60 minutes per hour.

According to Cirillo (2018), using the Pomodoro Technique can increase productivity and improve time management skills.

EISENHOWER METHOD

Another method of time management named after Eisenhower who was the president of the United States called Dwight D. Eisenhower prioritizes tasks based on urgency and must, dividing them into four areas: :-

1. URGENT AND IMPORTANT:
2. IMPORTANT BUT NOT URGENT:
3. URGENT BUT NOT IMPORTANT:
4. NOT URGENT AND NOT IMPORTANT:

The Eisenhower Method (1954) helped me to prioritize many of the tasks that were previously overwhelming, which I classified according to their importance and priority.

EVALUATION AND ANALYSIS:

By combining the 4Ds, the Pomodoro Technique and the Eisenhower Method, they have really improved my time management and prioritization skills.

Now all these skills that I have used in the classroom have enabled me to overcome many challenges in terms of work, family and education.

FUTURE ACTIONS:

In the near and long term, I am committed to refining and incorporating these time management strategies into my daily routine, applying these methods regularly, and aiming to achieve greater productivity, reduce procrastination, and maintain a healthy work-life balance.

References:

1. Adams, K. (2021). Effective Time Management Techniques for Students. *Time Management Magazine*, 15(3), 45-58.
[Link](<https://www.timemanagementmagazine.com/effective-time-management-students>) Accessed on April 26, 2024.
2. Carter, M. (2022). Prioritizing Tasks: A Key to Time Management. *Time Management Tips Blog*.
[Link](<https://www.timemanagementtipsblog.com/prioritizing-tasks-time-management>) Accessed on April 26, 2024.
3. Davis, S. (2023). Maximizing Your Time: Strategies for Busy Students. *Time Management Hub*.
[Link](<https://www.timemanagementhub.com/maximizing-your-time-strategies>) Accessed on April 26, 2024.
4. Edwards, J. (2024). Balancing Work and Study: Time Management Tips. *Time Management Insights*.
[Link](<https://www.timemanagementinsights.com/balancing-work-study-time-management>) Accessed on April 26, 2024.

EVIDENCE AND APPENDICES:

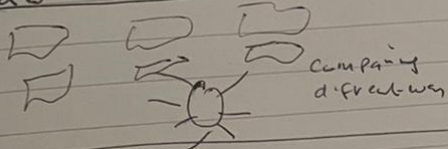
I am also submitting here as attachment evidence that I wrote in my note book during the different periods I was in the class.

Activity 7

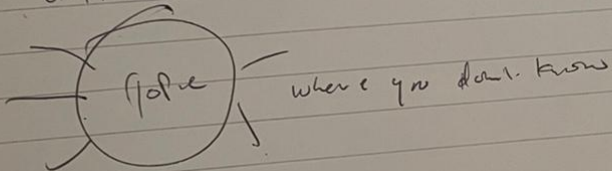
Research * Findings * Representing * Paraphrasing
* Summarising

Tabular note taking

Line note taken



different kind of notes



Note taking is strategy for making information meaningful. The act of taking notes is ~~very~~ more important than the result (McPherson, 2018: P6)

Several factors = Density, ^{Difficulty} Complexity of the information.

Working memory.

Working Memory

- * Some people have higher WM up to 10 s info
- * " " " " " average up to 6 s
- * " " " " " lower memory holding 3 places of info at once

Peers = colleagues.

Time Management

- X The 4D Strategy
- X The Pomodoro technique
- X The Eisenhower Method

4D

X De-commitment (delete) identify things that do not matter...

X Deferment (delay) putting things off until after assignment has been completed.

X Downgrading - do things to less than perfect standard

Ex. get your work done on time rather than perfect and late.

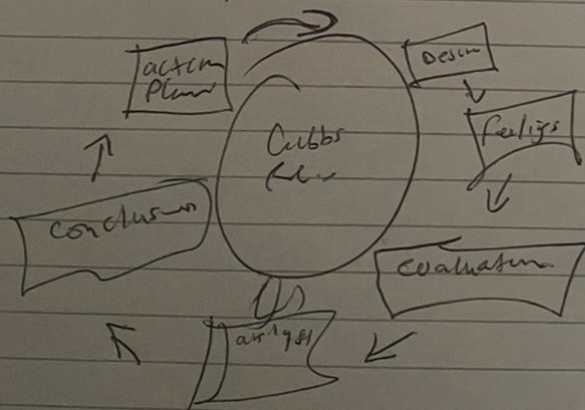
Delegation ask other for help do things you previously felt were your responsibility
Ex. household chores

c.

Key academic skills

- * Communication skills: academic writing, delivering a presentation, etc.
- * Research Skills
- * Study skills: note-taking, summarising, ability to focus
- * Critical thinking skills: ability to ~~anal~~ analyse and evaluate information.
- * Digital literacy
- * ~~Proble~~ Problem-solving skills
- * Time management skills
- * Stress management skills
- * Public speaking skills
- * Referencing skills... and many more

Gibbs Reflective Cycle



Summary