

**CERTIFICATE OF HIGHER EDUCATION IN BUSINESS
SKILLS FOR THE WORKPLACE**

Academic Skills

Task 3 - Reflective Report

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Introduction

The following reflective report critically evaluates the significance of successfully completing a module in class. As a result of this, an individual can acquire different skills while learning which will be further critically analysed in this reflective report. The three chosen academic skills which the reflective report will primarily focus on are note-taking skills, research skills/ finding information and summarising skills. Being a reflective report, it will use Gibb's reflective model in order to evaluate the various segments of learning. Gibb's reflective model has six stages which are action plan, conclusion, analysis, evaluation, feelings and description.

Reflection on Three Academic Skills

Description

While proceeding with the module, I learned that note-taking skills are essential while attending a class or a session. In order to learn note-taking skills, an individual needs to focus on active listening and improve it in order to listen to whatever has been taught in class (Student.unsw.edu.au, 2022). In addition to that, students are required to be selective and use phrases in an appropriate manner in order to take down notes quickly (Neumann *et al.*, 2020). My educators along with my peers were present when I was learning this skill in the module. Also, I have learnt research skills in order to improve my analytical ability. Research skills have helped me focus and pay attention to details. Research skills are the capability of students to find answers to their questions. Students can learn the skill by analysing, gathering and receiving data to support evidence (Lee *et al.*, 2020). In order to solve a problem, research skills are required which help students investigate, evaluate, think critically and conclude a decision (Library.soton.ac.uk, 2024). I was present in the class when this module was taught by my educator and the outcome of the situation was that I succeeded in understanding the significance of research skills. Summarisation is a skill which includes recognising the key points of a passage while eliminating irrelevant details and utilising specific words while structuring a sentence (Anyiendah *et al.*, 2020). Summarising skills are vital for students as they help them to develop their critical thinking and creativity skills which are essential throughout their academic career (Uq.pressbooks.pub, 2024). In terms of determining the purpose of the topic and while making notes summarising skills are essential.

Feelings

My feelings during the situation when I was learning note-taking skills were that I have to use it properly especially while attending classes. This can help students in becoming an efficient listener and writers who pay attention carefully while attending classes (Student.unsw.edu.au, 2023). During that time, I was thinking that in order to take down class notes, I have to write quickly and follow the dictations of the educator. At the initial stage, I felt that I was nervous, however, now I am quite confident regarding my note-taking skills. Research skills are helpful which includes different other skills like time management, data literacy, communication and information literacy. I have understood that research skill can help me in improving my report writing. This can also help students in finding data off the internet and improving reading skills (Library.soton.ac.uk, 2024).

Evaluation

A good experience which I learn from the situation was back I was being able to improve my reading and writing skills due to note-taking skills, research skills and summarising skills. All of them have helped me in improving my efficiency and working on the areas of my weaknesses. The only negative experience was the peer pressure that led me to study on the eve of my examination in order to improve my academic grades. Understanding research skills went really well from my side. Working on summarising skills did not work well as there were many gaps in my understanding which I had to improve. In the professional career, research skills can be helpful for scheduling and planning whereas note-taking can be helpful for individuals in terms of organising and understanding (Masterclass.com, 2021). The contribution of my friends and my teachers was that they helped me to improve my summarising skills making me take down notes while focusing on the keywords and my thoughts related to it. While learning summarising from module activity 2, a series of hidden niches has been discussed which are often from the prime public faces which have been occupied by homeless people (referred to the appendix). This includes car parking lots, different parks and main roads as well. In the second activity of summarising, I also got to know about the changes in weather that have been affecting the poor people which has been summarised by me in the second activity.

Analysis

As per my notion, everything went well as I was prepared to learn new skills and at the same time improve and develop the skills which I lack. However, I also not to that, while focusing on the search skills, I came to know that in order to develop research

skills, I have to improve my critical thinking ability, analytical skills and problem-solving skills at the same time. It has been noted that research skills are helpful for analysing data from various sources (Ed.ac.uk, 2024). On the other hand, summarising skills help students in determining the purpose while note-taking skills help students using a map method (Fieldengineer.com, 2024). On the other side, I also understood that the situation made sense as I was pursuing academics, skills are considered to be extremely important. As a student, my capability of gaining knowledge and information with the help of this skills and executing them at my own convenience which can facilitate me. In my class, I have been taught from activity one how to take notes properly. I have been guided by my educators to listen to a conversation regarding personal motivation. By listening to the conversation, we have been told to **note** down all the essential factors and opinions which we have heard from the conversation. The first activity was not only interesting in terms of taking notes but also motivating where we heard regarding the psychology of procrastination as well as motivation. From activity one of note-taking I learnt how to listen carefully and then all the key points while taking notes (referred to the appendix). My teachers have taught me from the activity 1 of the module to find and evaluate reliable sources in order to accumulate information. I was told by my educators to use either Google Scholar or the UWTSD library (referred to the appendix). This has been one of the easiest and most effective ways to enhance my research skills.

Conclusion

In the concluding remark, I can state that this module has help me in increasing my knowledge regarding different skills which are essential for students. I also succeed in learning different skills which can be helpful for me in the future while it can improve the outcome of my academics career. In the professional field, the significance of research skills, note-taking skills and summarising skills are in huge demand.

Action plan

Skills	Resources	Future Implications	Time Scale
Note-taking skills	Students in order to develop this skill needs to follow the	Note-taking skills can help students in the future to	Within 2 months I can develop note-taking skills.

	dictation of the education and increase the speed of writing. Active listening skills needs to be improved in order to develop note-taking skills (Hindustantimes.com, 2023).	increase their focus on studies which can improve their grades in their examination.	
Research skills	Students can adopt research skills by reading books, journals and newspapers. By going through the dissertations of previous topic which has directly with the current topic, students can improve their research ability (Dovetail.com, 2023).	In the future with the help of academic research skills, students can focus on methodical investigation while studying searching topics which need attention to details (Brightnetwork.co.uk, 2024).	Within 2 to 3 months, I can adopt research skills.
Summarising skills	Students can improve summarizing skills with proper determination and focus. having	In the future, if a student succeeds in improving summarizing skills, it can help them in writing in their	I can improve my summerising skills within 1 month.

	knowledge regarding phrases and specific words which can increase the effectiveness of the summarising points are essential (Readingrockets.org, 2024). Summarising skills can also be improved by acquiring note-taking skills while following the instruction of the educators.	examination as well as in their professional field where taking down important points from managers are vital (Academic-englishuk.com, 2024).	
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Conclusion

The above-concluded writing is based on a reflective report where three different skills have been taken from the provided list in order to make a proper reflection of the module which has been learnt. These skills are note-taking skills, research skills and summarising skills which are not only significant for the academic career of students, but these can also help students to get better job opportunities in the future and their professional careers at the same time. The reflective model which has been used in this report is Gibbs's reflective model along with its six stages of it. All of them have been briefly discussed in this report while keeping relevance with the skills along with the evidence which has been taught in the module.

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Appendix

Activity 2

Write a summary of the following paragraph.

Among these formal services networks are a series of hidden niches, often prime public spaces (e.g. car parks, main roads or parks) which homeless people occupy at particular times for particular purposes, and which become re-classified as places of homelessness. Research has found that these formal networks and hidden niches are interspersed by carefully mapped out geographies, as homeless people sleep, eat, deal with cold and wet weather, arrange their ablutions and addictions and relate to each other in ways which incorporate fun and social association but also fear and avoidance of regulation. Flows of movement result, as people find places to set up 'home', make friends, ensure security and seek money and entertainment. Such flows involve performances, such as begging, and 'hanging out', which produces a life of its own. Thus, silently mapped geographies can become underpinned by logic relating to space, as in Bristol's 'food route' – a time-space map of free eating opportunities, or the organisation and regulation of begging pitches. Spatial logics vary enormously between places, according to the visibility, regulation and policing of street homelessness at the local level.

Adapted from: Cloke, P., Johnsen, S & J. May. (2009). *Homeless places: the uneven geographies of emergency provision for single homeless people* [Online]. Available at

<http://www.geog.qmul.ac.uk/homeless/homelessplaces/finalreport.pdf>. Accessed 3/8/10 (Adapted)



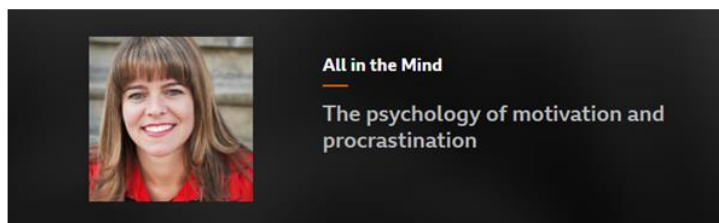
Trawsnewid Addysg; Trawsnewid Bywydau
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Evidence: 1

Summarising skills

Activity 1- Taking notes

Listen to a conversation about personal motivation (we will listen to the first 7mins 30 seconds). Take notes about the key facts or opinions that you hear.



(BBC, 2019)



Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Evidence: 2

Note-taking skills

Activity 1 – Find a reliable source

- Use the UWTSD library or Google Scholar to find a source related to the topic:

'What is the most effective way to motivate staff?'



Prifysgol Cymru
Y Drenewydd New Saint
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
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Evidence: 3

Information finding/ research skills