

Reflective report

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LCLM4001

Academic skills

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On this reflective report we will be revisiting our experiences that we had with academic skills module, and what we have learned and how could it help us in our day to day lives. During my research in my studies that we had in Academic skills module at university, we can analyse more into the topic, and we see that it is interesting and how we can put it in practise, giving us examples how to understand the topic and how to use these academic tools in our routine. We are going to be reflecting on academic writing, note-taking skills and paraphrasing, in this report I choose to use the Gibbs' reflective cycle (gibbs,1988) because it gives us structure to experience past events in a more organized cycle.

Academic writing skills

In academic writing there is more to tell and show when it comes to an academic report for example, it is more structured, evidenced, critical, balanced, objective and formal text. We have seen plenty of different reports from different publishers in the newspaper, but it is different from academic writing at the university, they don't expect us to be perfect like a write expert, what they expect from us is for our text to be more clear, understandable not using slang words, something that has more structure and organisation and to show them where do we get our information from for example our references.

That is why the Gibbs' reflective cycle (Gibb's 1988) is perfect for students that are starting to learn academic writing, because it makes you reflect, and it teaches you how to explain yourself in a more organized way and to think deeper into the research that you made.

That is how we should make our reports, research, acknowledge the text, what you understand from it and express what you understood from it.

The conclusion is not about perfection but about quality and understanding of the context.

Note-taking skills

On our week 2 lesson at academic skills module, we learned about note-taking skills, and how to use different types of notes taking, and we looked at different points of how we take the information and write down with our own words. There is four main classic format that we learned, and that is Cornell notes format, linear form, tabular form and diagram form that can be called spider gram as well.

For me the best one is Cornell notes form, because in a A4 page you can do line division in the centre of the page and in one side the title can be “cues”, so that is the information that you get from the professor , and other the other side you can put the title “notes”, and in there you can write what you understand from the topic, it can be more organised note taking, and at the end of the page you can write summary, how you understood the whole topic and you summarise the important notes and your final thoughts about the debate.

But some would choose other forms, for example on the spider gram, it looks like a spider form, in the middle there is the title of the topic, and you can use the legs to point main points and sub points that is connected to the topic.

So, there is so many ways that we can take notes as long that we understand the information that we are getting and putting into words in our notes.

Paraphrasing skills

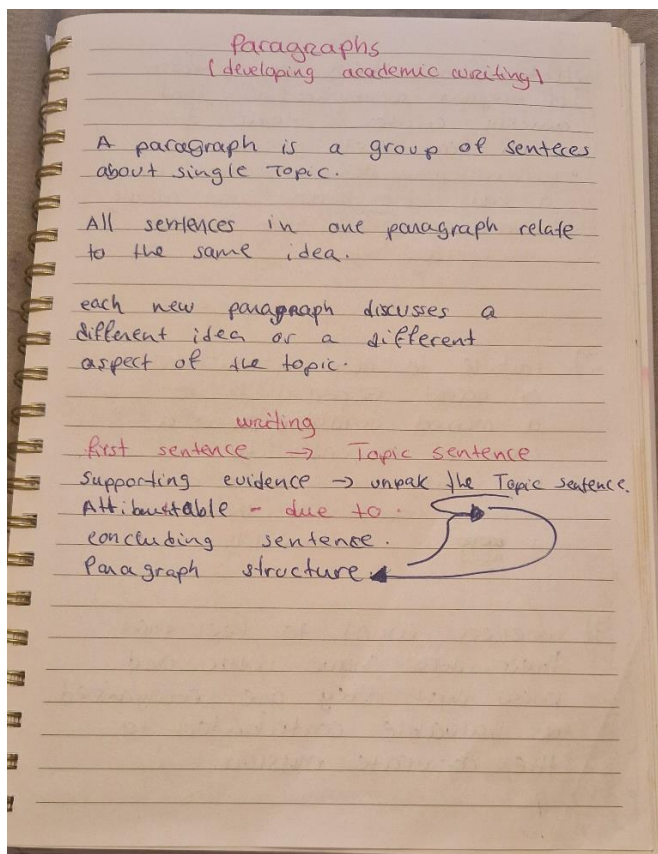
Paraphrasing is simpler to explain because is something that we use every single day without even noticing, paraphrasing is you understanding the ideas of a person and writing it down in your own words, just like when I was explaining the Gibbs’ report cycle in academic writing skills section, you can even write and structure in a different way but keeping the same meaning. We can use paraphrasing to let others understand more about a topic and to clarify the ideas of the author.

It can be seen as it is difficult, but when you understand how to exercise these skills it is easier to put them into practice in our day to day, for example if you work in a office and you have a meeting, note taking skills is used very often, you can use Cornell note format, it is more organised for you to take information and to write what you understood from your boss, and writing down in your own words, or if you are creating a presentation you can use a spider gram to show them your main points and sub points, it is easier to present in a more organised way so that your colleagues understand your ideas. I really do recommend trying them just because it really works for me, and I am using them in the future.

Reference list

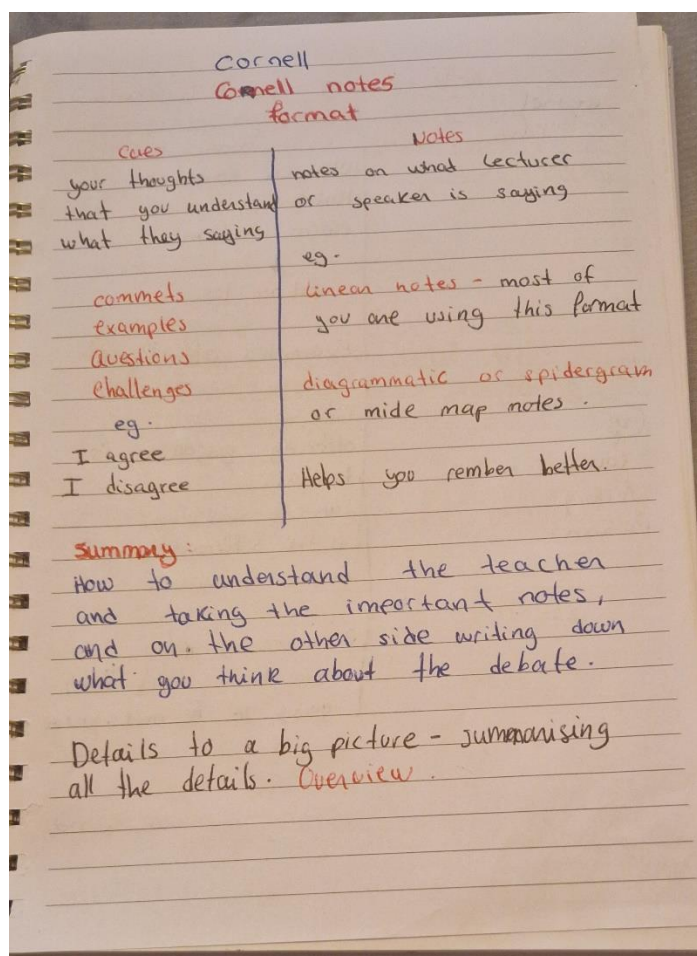
- Gibbs' reflective cycle – available at <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle>

Appendices

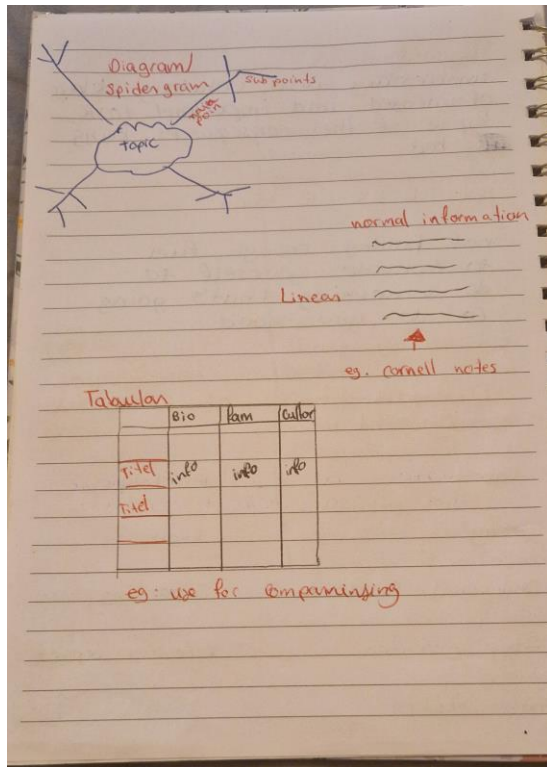


Appendix 1.0

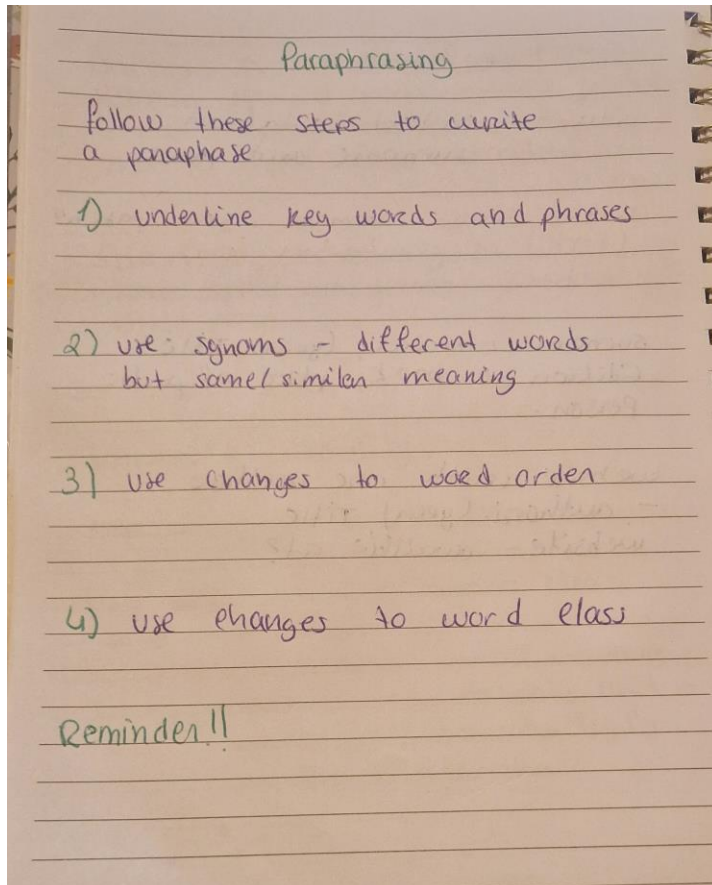
E.g. picture of notebook on academic writing



Appendix 2.0
E.g. Picture of notebook on note-taking skills.



Appendix 3.0
E.g. Picture of notebook on note-taking skills.



Appendix 4.0

E.g. Picture of notebook on paraphrasing.