

LCLM4001 ACADEMIC SKILLS

REFLECTIVE REPORT

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INTRDUCTION:

The purpose/aim of this report is to reflect on my learning experience in this module by focusing on 3 academic skills, namely, NOTE-TAKING, PHARAPHRASING, AND SUMMARISING to do this, I will use Driscoll's model of reflection, which has 3 stages: **what, so what, now what.**

WHAT?

NOTE-TAKING

- I learnt that there are three types of linear notes, tabular note taking and diagrammatic, I FEEL that learning about:
- Mind maps help me put in order mi ideas, for seeing, say and do for thinking and feeling.
- Linear notes help me put in order when writing one report, it is important that the writing is in order so it can be read easily.
- Using tabular note taking, this technique helps me with summaries of the points important to the information, and understanding the topic, helps me prepare easier to exam.
- Learning how to take notes has helped me develop my ability to take more notes.

PARAPHRASING

- I learnt that paragraph it a group of sentences about a single topic, all the sentences in one paragraph, relate to the same idea, I learnt about paragraph hamburger, how to write a topic sentence, concluding sentence, and the end of paragraph signals

SUMMARISING

- I learnt that summarizing it is simpler to identify the most valuable information from a text, why summarizing a when to summarizing.

SO WHAT?

NOTE-TAKING, PARAPHRASING, SUMMARISING

- Is essential because it help me to remember and understand information better, by actively engaging with the material and summarizing key points, I am more likely to retain the information and effectively use it in my work, such as when paraphrasing or summarizing for academic reports. It is not just about jotting down facts; it is about actively processing and internalizing the material to enhance learning and comprehension.

- Learning how to take notes, paraphrase, and summarize, has helped me develop my ability in taking more notes.

NOW WHAT?

NOTE-TAKING, PARAPHRASING AND SUMMARISING

- In the future, i am going to focus more on improving my ability to take note paraphrasing and summarizing I will also watch some videos and study more about these three topics

CONCLUSION:

- **NOTE- TAKING PARAPHRASING AND SUMMARISING** is a valuable skill that enhances comprehension, retention, and organization of information. Whether handwritten or digital, finding a method that suits my learning style can significantly improve my academic or professional performance.

REFERENCES:

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Cohen, M. (2020) "How to Study with Linear and Non-Linear Notes"

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