Personal Learning Portfolio

Course： **English Academic Writing**　　**Teacher**：　**Zhang Mei**

Class：　　　　　**002**　　　　**Major**：　**Computer Science**

Name：　**Wen Hongbing**　　**Student Number**：　　**20214590**

Class Time：　　　　　**2023.02-2023.07**

Grade：

Self	Teaching Assistant	Teacher
9.5		

Comments：　_____

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Teacher (Signature)_____

Contents

Week 1

1. My learning

Presented with xmind

2. Learning outcomes

In this week's class, I learned some basic knowledge about writing and making ppt, such as the basic framework of the paper, the main framework of the essay, the focus of writing, and the main color of ppt making should be sunny and cheerful, so as not to leave a negative first impression on people.

Besides, I also learned a lot outside class, such as the specific classification of a sentence and its related functions, the standards that an excellent paragraph should have and how to write an excellent paragraph. In addition, I also completed vocabulary accumulation on time and reviewed the old and learned new things.

In the future when making ppt, I will pay special attention to the overall tone; In the future writing work documents will have a focus to write; When sending invitations or other important letters, pay special attention to unity, coherence and Transition.

3. My behavior and attitude

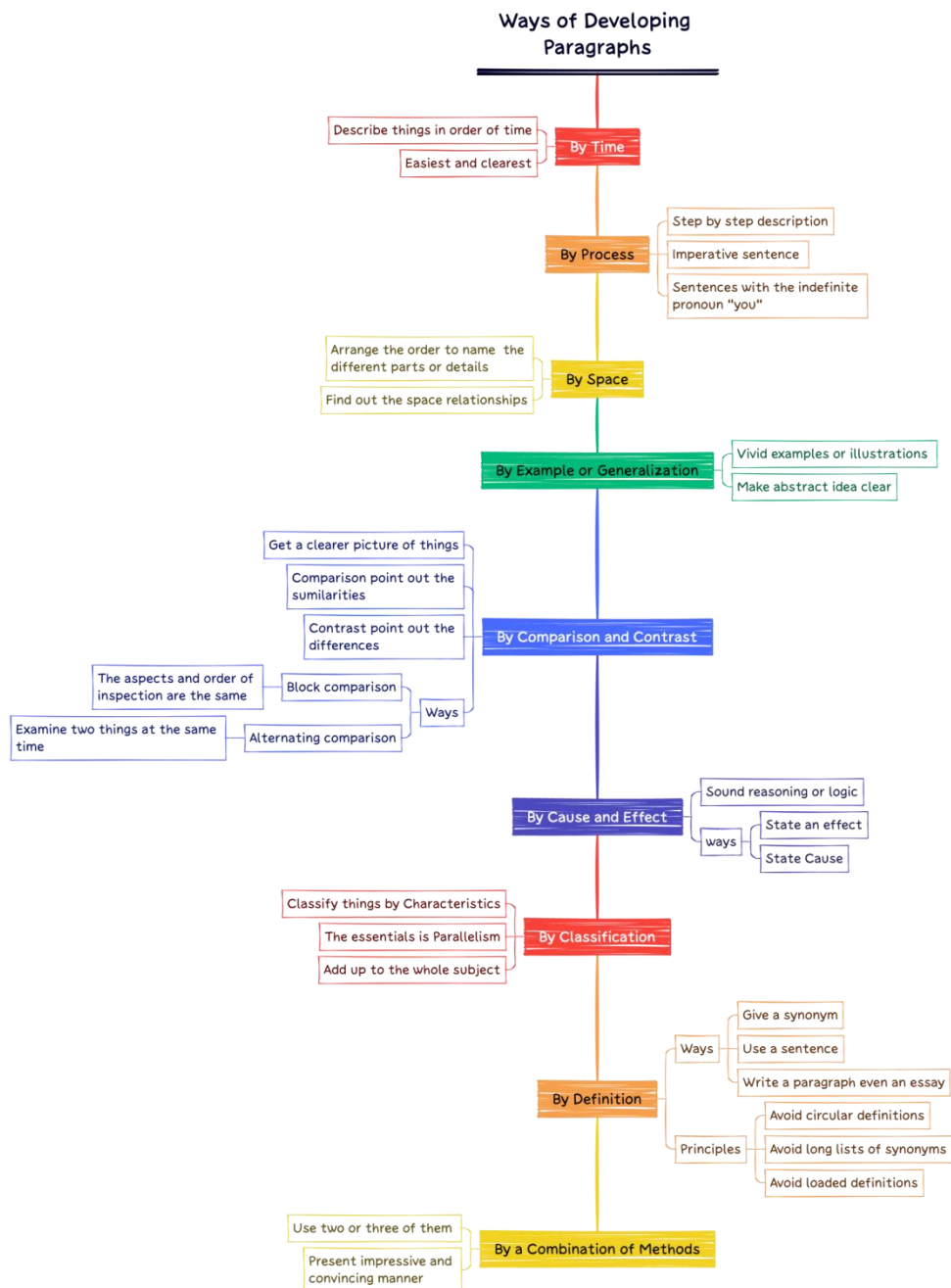After class, I accumulated vocabulary independently and finished my

homework on time on Saturday night. I spent an afternoon feeling good about myself and taking my homework seriously. Above class, poor performance this week, entering college taking few notes, lack of concentration.
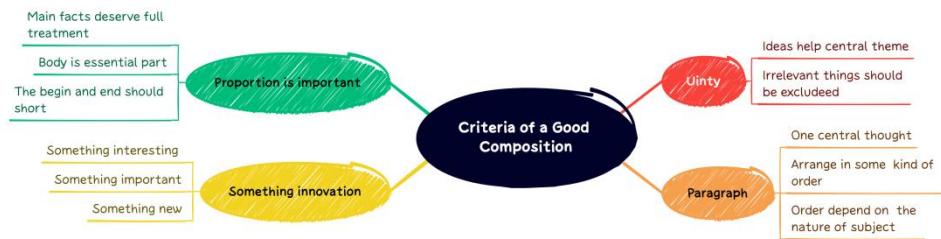
4. Improvement

Should improve the attention in class, treat the class seriously, actively answer questions, do a good job in class notes to facilitate the review of income.
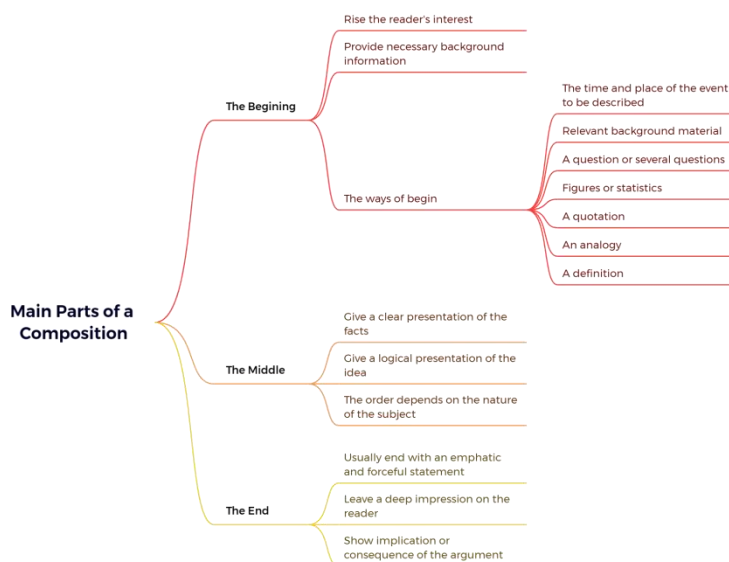
Week 2

1. learning

Ways of Developing Paragraphs

- **By Time**
  - Describe things in order of time
  - Easiest and clearest
- **By Process**
  - Step by step description
  - Imperative sentence
  - Sentences with the indefinite pronoun "you"
- **By Space**
  - Arrange the order to name the different parts or details
  - Find out the space relationships
- **By Example or Generalization**
  - Vivid examples or illustrations
  - Make abstract idea clear
- **By Comparison and Contrast**
  - Get a clearer picture of things
  - Comparison point out the sumilarities
  - Contrast point out the differences
  - Ways
    - Block comparison
      - The aspects and order of inspection are the same
    - Alternating comparison
      - Examine two things at the same time
- **By Cause and Effect**
  - Sound reasoning or logic
  - ways
    - State an effect
    - State Cause
- **By Classification**
  - Classify things by Characteristics
  - The essentials is Parallelism
  - Add up to the whole subject
- **By Definition**
  - Ways
    - Give a synonym
    - Use a sentence
    - Write a paragraph even an essay
  - Principles
    - Avoid circular definitions
    - Avoid long lists of synonyms
    - Avoid loaded definitions
- **By a Combination of Methods**
  - Use two or three of them
  - Present impressive and convincing manner

The mind map above is my extracurricular study content.

Here's what we'll learn in class.

First of all, PPT should be visual, clear, concise, but not too simple, need to find a balance.And PPT should choose the appropriate software production, otherwise there may be pre-effect between different equipment errors, leading to unexpected situations.

Secondly, the stage report should be clear, loud, should put an end to

hesitancy, small voice. The only way to achieve this effect is with practice.

Finally, learn about writing a paragraph that stands out. A paragraph needs a center, and around the center, to be illustrated by facts and examples, the various forms of sentences should also be flexible use, reasonable expression of their own meaning. The above can be described in an outline and then written.

2. Learning outcomes

Learned the production method of mind map proficiently, and can skillfully use the way of mind map in the future work report.

Learned the nine development ways of paragraphs. Whether it is in my future work or study, such as course papers and graduation papers, I can complete them in an orderly and sequential manner in accordance with certain development ways.

Knowing that an article should have a center.Content should be detailed slightly proper. And it needs to be innovative to attract readers. When introducing products or items to others in the future, should also be detailed and interesting.

3. My behavior and attitude

I was not very satisfied with my performance this week. Due to my lack of experience in reporting on stage, I hesitated, uttered unclear words and felt at a loss. I practiced hard.

I am not skilled in making PPT, so I need to be more familiar with the operation and continue to learn.

Improve your attitude and enthusiasm to answer questions in class and make persistent efforts.
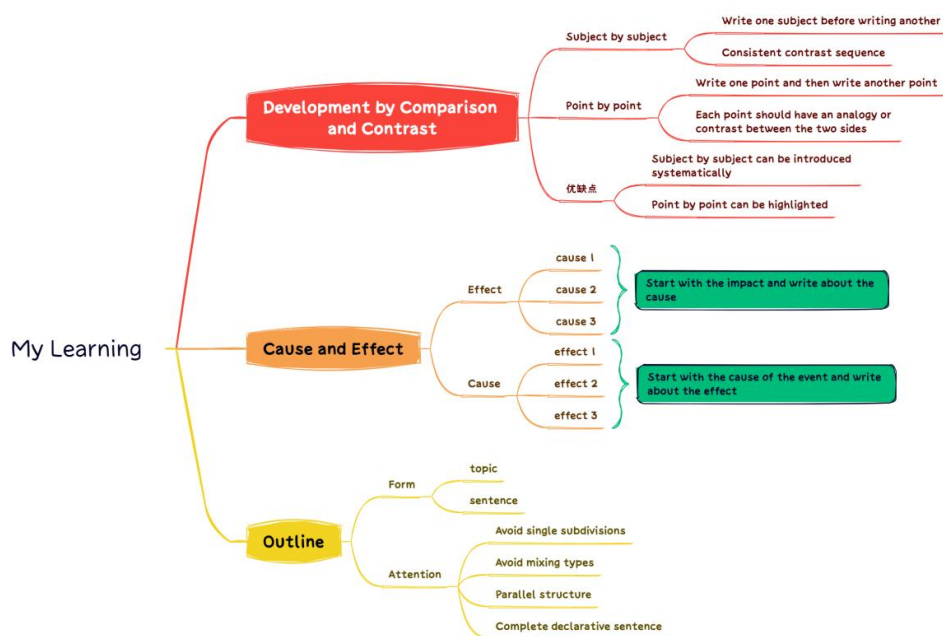
4. Improvement

After class, we also need to practice oral English frequently, improve our oral ability and the ability to report on stage, and correctly do not get stage fright.

Familiar with PPT making and clear presentation of content.

Week 3

1. My learning

2. Learning outcomes

1. Introduce the topic with specific examples during the presentation.

2.when reporting can use the universal three-layer structure for reporting, the structure is clear.

3. Analogies and comparisons can highlight important points.

4. the report can choose photos and other forms to make the content more vivid.

5. the content of the article is relevant, the structure is clear, the proportion is reasonable, the language is beautiful.

6. Analogies require a wide range of objects.

3. My behavior and attitude

This week's study has begun to catch up with the pace of the teacher, I can understand the teacher's content well and make relevant notes. I took the CET-6 at the weekend, realized my shortcomings, and made great efforts to meet the next
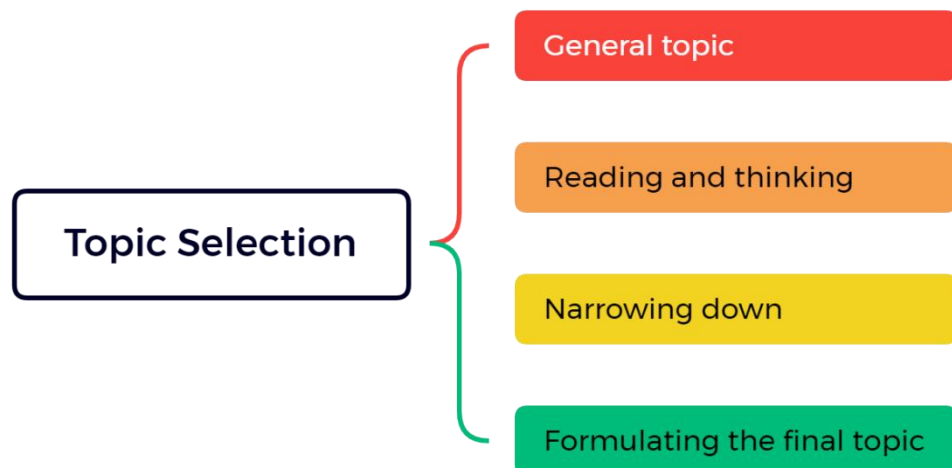
time.

4. Improvement

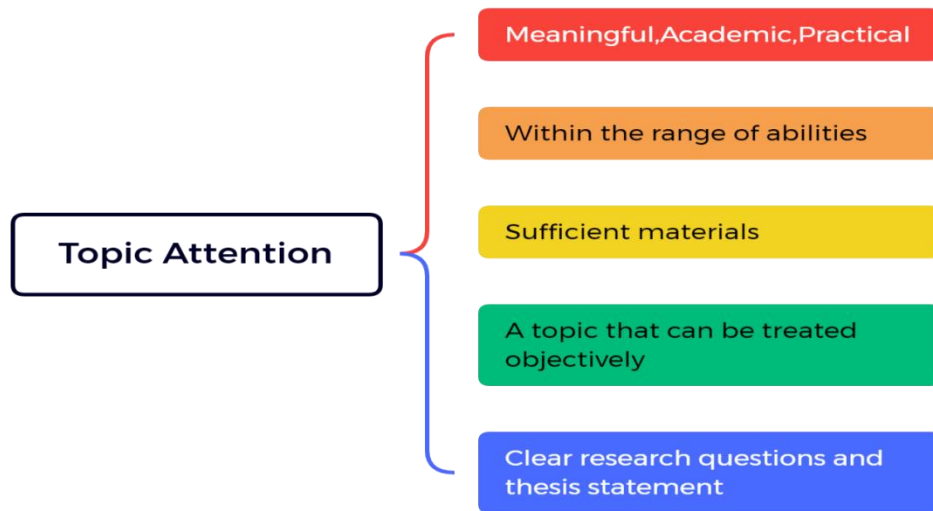I should make better use of online resources such as MOOC for better learning and help myself in weak subjects.

Week 4

1. My learning

(1)Topic Selection

(2)Topic Attention

(3)Three keys element of a title

2. Learning outcomes

● A good topic should be meaningful, academic, and practical. In the future, I can apply this principle to select research direction and choose topics with research value to better serve the company and society.

● The topic should be researchable and have enough materials available. In the future, I can follow this principle to determine research direction and ensure

sufficient data and information support.

- The topic should be treated objectively and have clear research questions and a thesis statement. In the future academic writing, I can follow this principle to ensure that my paper can be understood and accepted by readers.

- Narrowing down the topic is an essential step in the process. In future research, I can use this principle to help me better locate research questions and improve research efficiency.

- Reading and thinking critically about the general topic can help to focus on specific aspects. In future academic research, I can use this principle to help me better understand the research object, and improve research quality.

- A good title should include key elements, such as discovery or results, research material, and research method. In future academic writing, I can use this principle to design more attractive and readable titles to better attract readers to read my papers.

- Selecting a topic for research requires careful consideration and planning. In the future workplace and academic research, I can use this principle to develop better research plans to improve work efficiency and research quality.

- This process helps to develop critical thinking and research skills. In the future, I can use these skills to better evaluate information, solve problems, and improve judgment and decision-making.

3. My behavior and attitude

- Questions will be answered, but the quality and depth of the presentation needs to be further improved.

- The cooperation performance is not so good, so we need to participate more actively in class discussions and speeches to enhance our cooperation ability.
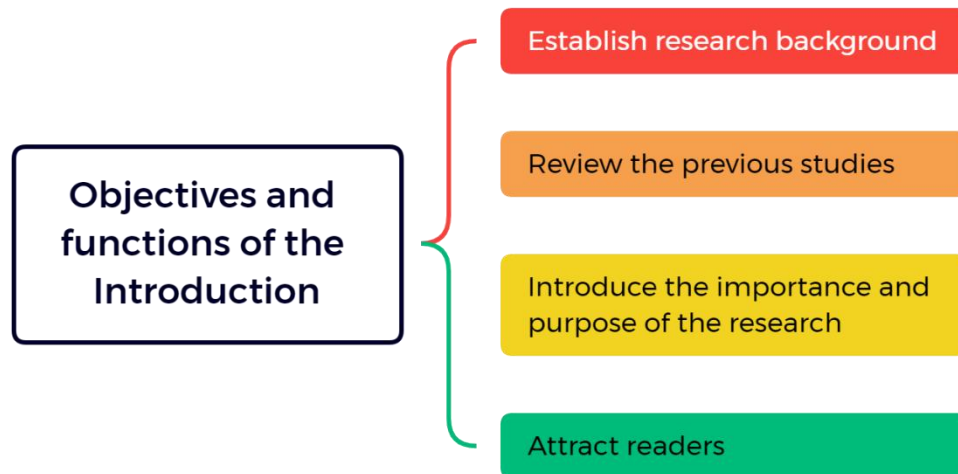
4. Improvement

- The quality and depth of speech need to be improved: self-access to information, ask more questions.

- Cooperation skills need to be enhanced: active participation in teamwork projects, participation in class discussions and presentations.
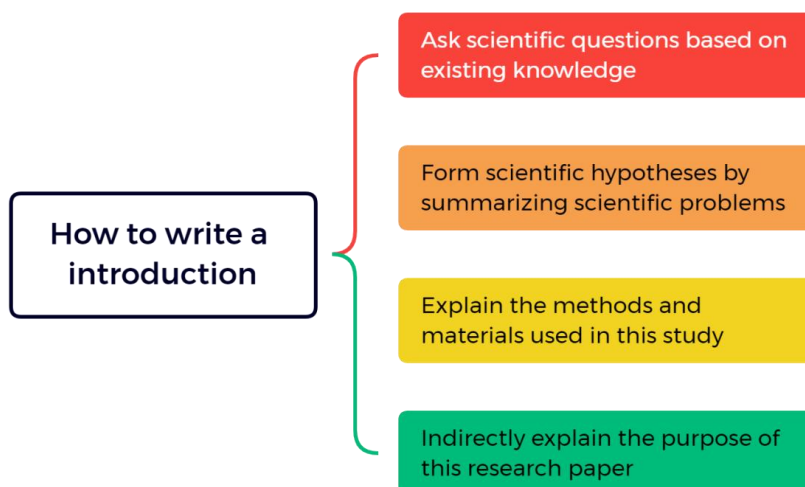
Week 5

1. My Learning:

1. Objective and function of the introduction

Objectives and functions of the Introduction
- Establish research background
- Review the previous studies
- Introduce the importance and purpose of the research
- Attract readers

Presented with xmind

2. How to write a introduction

How to write a introduction
- Ask scientific questions based on existing knowledge
- Form scientific hypotheses by summarizing scientific problems
- Explain the methods and materials used in this study
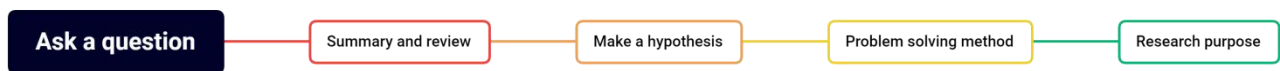- Indirectly explain the purpose of this research paper

Presented with xmind
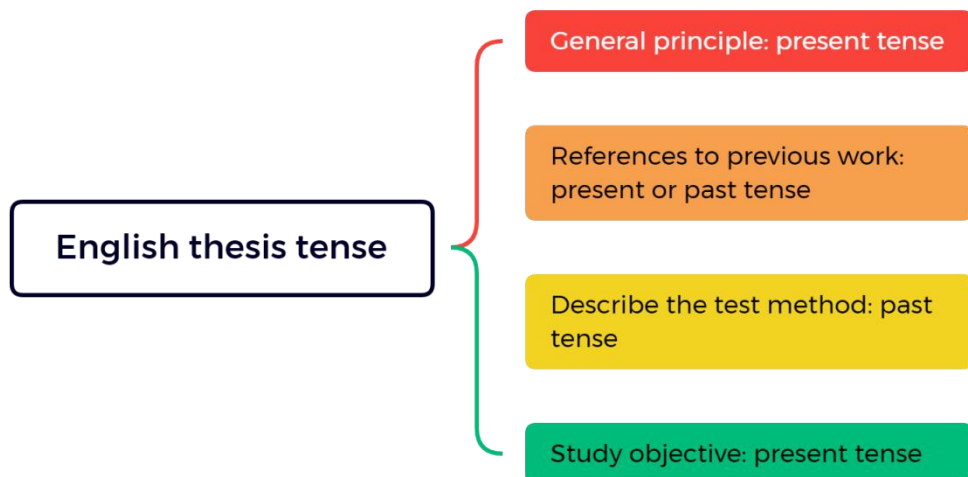
3. Write the introduction in five steps

- General statements about a field of a research to provide the readers with a setting for problems.
- More specific statement about the aspects of the problems already studied by other researchers.
- Statements that indicate the need for more investigation.
- Very specific statement giving the purpose of the writer's study.
- Optional statement that give a value or justification for carrying out the study.
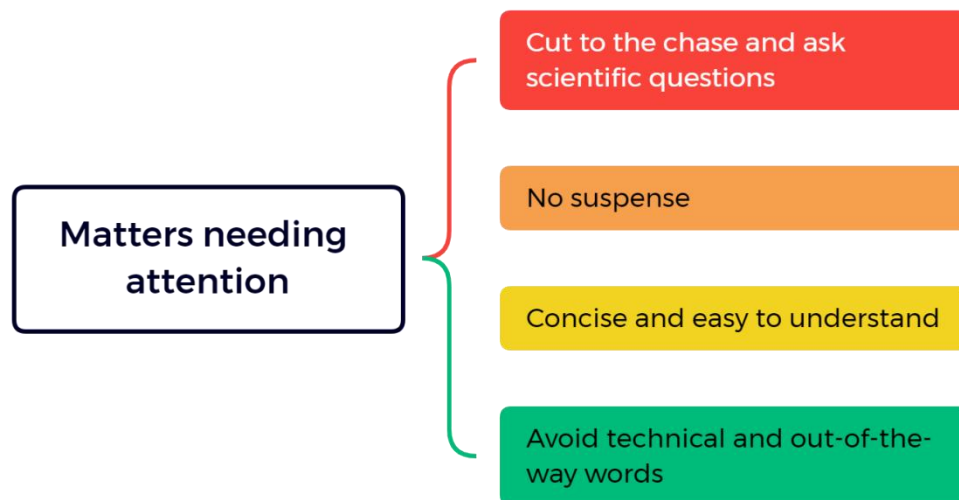
4. Introduction and write a roadmap

| Ask a question | Summary and review | Make a hypothesis | Problem solving method | Research purpose |

Presented with xmind

5. English thesis tense

English thesis tense
- General principle: present tense
- References to previous work: present or past tense
- Describe the test method: past tense
- Study objective: present tense

Presented with xmind

6. Precautions for introduction writing

2. Outcomes:

- The purpose of the introduction is to provide research background, introduce scientific problems, and enable readers to understand and evaluate the significance of research results.
- Writing the introduction requires moving from general to specific, using the five-step method that includes presenting the problem, reviewing previous research, stating the hypothesis, explaining the methods, and stating the purpose.
- When writing the introduction, it is important to use appropriate tenses, such as the present tense for general principles, the present or past tense for citing previous work, the past tense for describing experimental methods, and the present tense for stating the research purpose.
- The introduction should clearly and concisely present the scientific problem, avoiding leaving readers confused or uncertain.
- Common issues to avoid when writing the introduction include missing important elements, vague descriptions, being overly long and losing focus, having a narrow background, and using overly general statements.
- When writing the introduction, it is important to avoid overly technical or esoteric vocabulary to ensure readers can understand the content.

3. My behavior and attitude

- I finish my homework carefully, but sometimes I procrastinate because of improper time management.

- Listen carefully and take notes, but sometimes I miss something important because I lose focus.

4. Improvement

- Time mismanagement: Make to-do lists and set time limits.
- Inattention: Reduce distractions and find quiet.

Week 6

1. My Learning:

I read a very illuminating academic paper this week called "The impact of social media on academic writing skills: A review article".

The paper states:
- Heavy use of social networks may have a negative impact on students' English writing ability. Thanks to the popularity of social networks, many people are used to short, colloquial expressions that don't work well in academic writing.
- Over-reliance on social networks for verbal expression may deprive people of the opportunity to practice their academic writing skills.
- However, this paper does not just emphasize the negative effects, but puts forward some effective ways to avoid and overcome these problems. The main recommendations include developing good reading and writing habits, increasing communication with peers and receiving feedback from them, focusing on language norms and using appropriate writing tools to improve writing efficiency.
- All in all, inspired by this article, I realize the importance of maintaining good academic writing habits. In addition to the suggestions made in this paper, I will also pay more attention to reading academic literature and writing exercises. At the same time, I will actively try to use different writing tools and skills to improve my writing efficiency and accuracy.

2. Outcomes

- Over-reliance on social networks for verbal expression may deprive people of the opportunity to practice their academic writing skills.
- It is very important to maintain good academic writing habits, including developing good habits of reading and writing, increasing communication with peers and accepting their feedback, paying attention to the standardization of language and using appropriate writing tools to improve writing efficiency.
- In future applications, it is necessary to regularly practice writing, communicate

with peers and accept feedback, find suitable writing tools and skills, develop good reading and writing habits, and maintain attention and enthusiasm for the academic field.
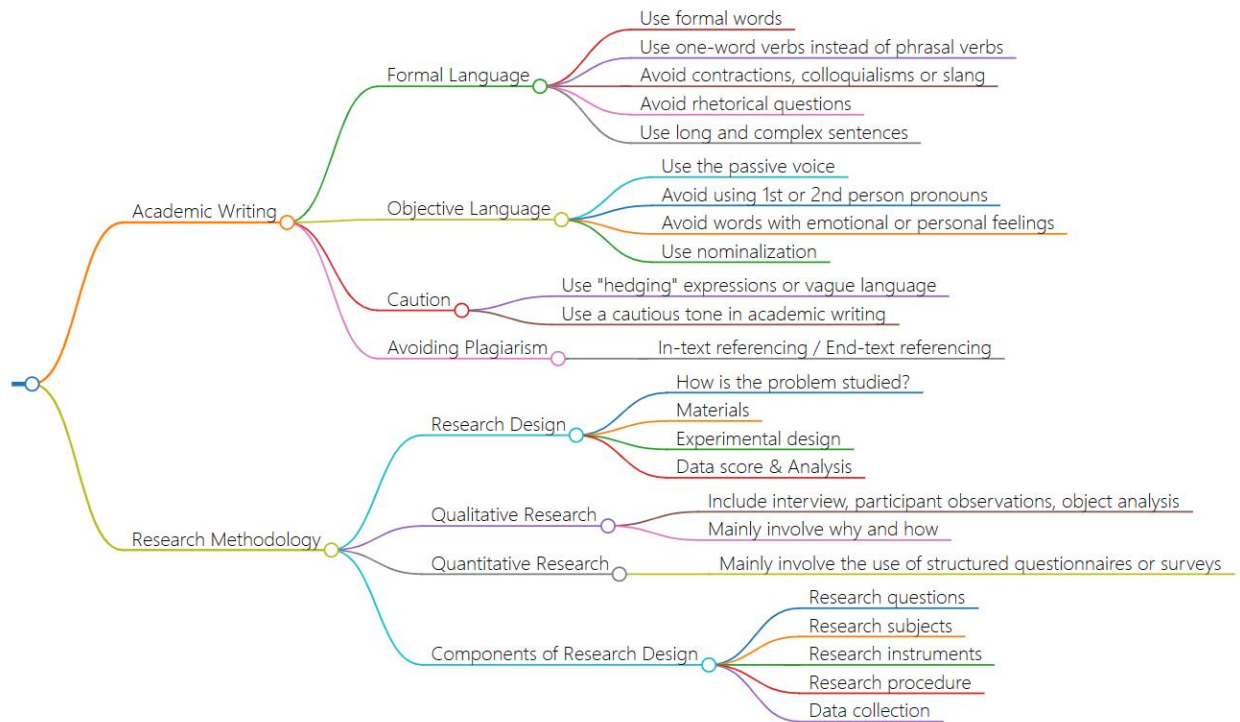
3. My behavior and attitude

- Pay attention to methods and efficiency,we should pay attention to methods and adopt scientific learning methods and skills to improve learning efficiency.
- Open mind and innovation,in the process of learning, we should have an open mind, accept new ideas and ideas, and have the courage to try and innovate, so as to promote our continuous progress.
- Learning anxiety and learning fatigue, learning anxiety because of the excessive attention to academic performance and results, leading to tension and worry. Learning fatigue is due to the accumulation of negative emotions in the process of learning, resulting in emotional exhaustion.

4. Improvement

- Exercise regularly: Proper exercise can relax the brain, relieve tension and anxiety, and improve thinking ability. Schedule some time each day for light aerobic exercise, such as walking and jogging.
- Make a reasonable study plan: Make a systematic study plan, arrange the study time and task allocation, avoid excessive study burden or time pressure and other situations

Week 8

1. My learning

2. Learning outcomes

- Academic papers need to use formal language, avoiding slang, colloquialisms, and abbreviations.In future writing, I will follow the rules of academic writing, using formal language, including avoiding slang and colloquialisms, using a word verb, etc. This can make my copy writing more professional and more suitable for publication in professional settings.

- Use objective language, try to avoid first-person or second-person pronouns, use passive voice and nounization to maintain objectivity.In the future writing process, I will try to maintain objective language, use passive voice and nounization, and avoid using first- or second-person pronouns. This preserves the objectivity of the article and increases persuasiveness.

- In academic papers, expressions should be used carefully, using "wording" expressions, and trying to avoid using too many subjective expressions.In my

future writing, I will use "wording" to strengthen my expression, using words such as "probably", "seeming", "maybe" and so on to express my opinion, leaving room for myself and expressing my respect.

- Academic papers should pay attention to literature citation and try to avoid plagiarism.In my future writing, I will pay attention to literature citation to avoid plagiarism and infringement. I will reasonably quote the research of other scholars to make my articles more convincing and in line with academic norms.

3. My behavior and attitude

- Good concentration and endurance, showing high concentration and endurance in the learning process, able to concentrate on completing tasks.
- Not active in the classroom.

4. Improvement

Outstanding students will actively participate in class discussions and activities, express their own opinions and questions, and should be more active in class activities and questions

Week 9

1. My learning

Mind map:

- **Questionnaire**
  - Questionnaire source and composition
  - Descriptive questions (core)
  - Correlational questions (related to what factors)
  - Difference questions (gender, age, college, etc.)
  - Sub-questions
- **Research Questions**
  - Descriptive questions (core)
  - Correlational questions (related to what factors)
  - Difference questions (gender, age, college, etc.)
  - Sub-questions
- **Research Object**
  - Introduction
  - Selecting population and methods
  - Participants data table
  - Table explanation
- **Research Tools**
  - Questionnaire
  - Interview
  - Likert scale
    - Score grading criteria
    - Scale name
- **Reliability and Validity Analysis**
  - Small-scale test
  - Meet the expected level
  - Large-scale use
- **Data Collection**
  - Data source
  - Collection method
  - Collection quantity
  - Research time
  - Analysis tools
  - Processing tools
  - Statistical methods
- **Data Analysis**
  - Quantitative analysis
  - Qualitative analysis
  - Analyze in order of research questions
  - Language explanation
  - Use of figures and tables
  - Conclusion and summary

2. Learning outcomes

- Master the basic elements and processes of data collection and analysis, and improve the efficiency and accuracy of data collection and analysis; Better formulate questionnaires and research questions in future scientific research work;

- Understand the influence of data source, collection method, quantity and time, which has great reference for future research design; Pay more attention to scientific and practical aspects of the selection, data collection and processing of research objects;

- Know to explain the research results in scientific and objective language, and use charts to visually represent them. Use scientific statistical methods and data analysis tools when conducting research to enhance the reliability and practicality of research results.

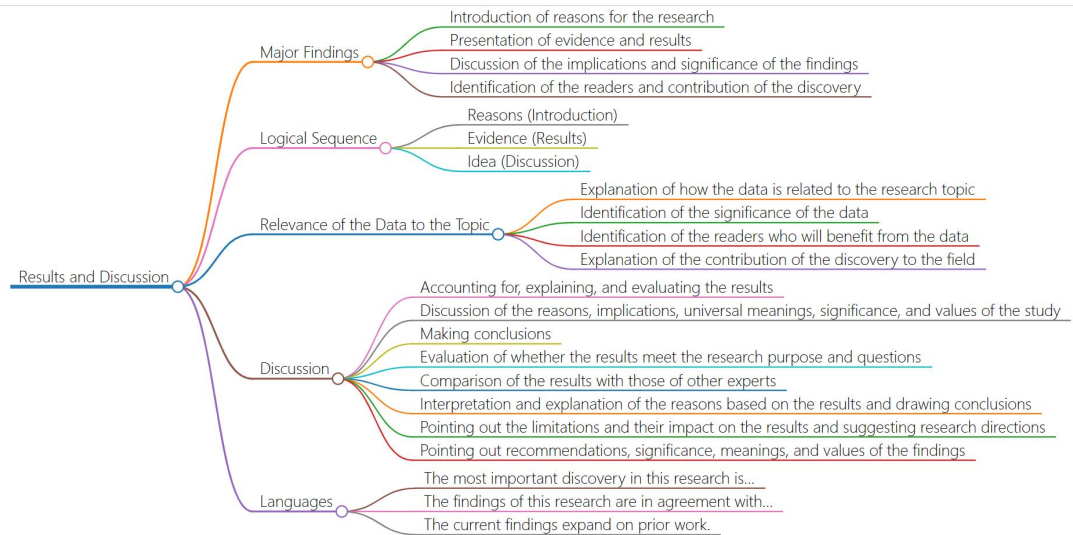## 3．My behavior and attitude

Compared with last week, my class attitude and class quality have been improved. I have slackened in extracurricular learning, so I should complete extracurricular learning quantitatively.

4．Improvement

Hope to continue to work hard next week, not slack off in extracurricular studies, study extracurricular knowledge regularly and quantitatively, and maintain the level of English learning.

Week 10

1. My learning

2. Learning outcomes

- Understand the logical sequence of research results and discussion.When writing a paper, you can organize your findings and discussions in a logical order.

- Understand the relationship between data and the research topic as well as the significance and contribution of data.When analyzing data, it is necessary to consider the relationship between the data and the research topic as well as the significance and contribution of the data.

- The content and structure of the discussion were studied, including interpretation, evaluation and comparison of the results, as well as answers and suggestions for research objectives and questions.When discussing the findings, the results need to be interpreted, evaluated and compared, and recommendations and directions for future research need to be made.

- I learned the way of language expression in academic papers.When writing academic papers, we can learn from some common language expressions to improve the expression ability and quality of papers.

3. My behavior and attitude

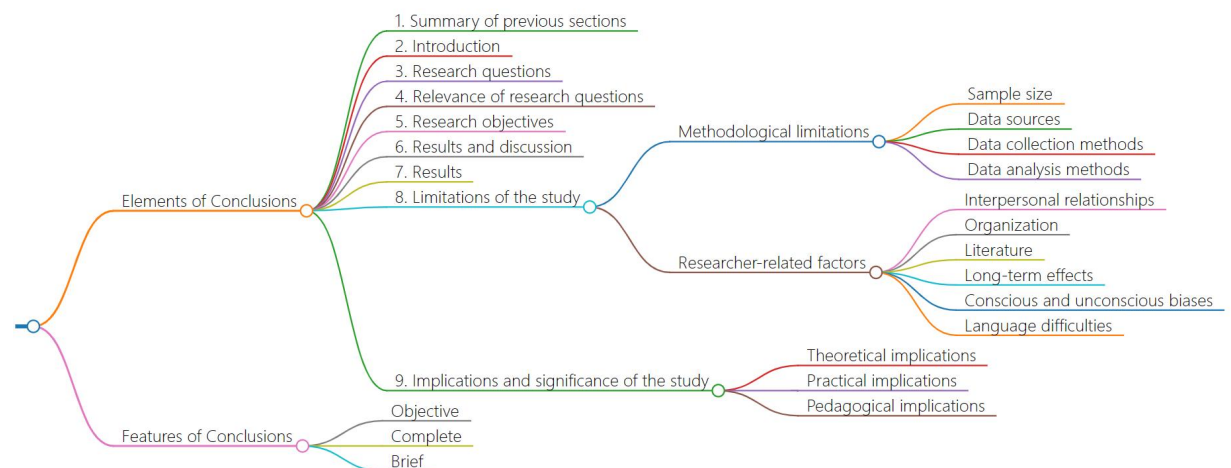My learning attitude this week was a little loose. I didn't think about the

presentation of one-minute content seriously, so that others could quickly understand my introduction

4．Improvement

    I should have thought more carefully about how to present my introduction better, so that others could understand my content more quickly and suggest improvements. At the same time, it is also necessary to adopt different presentation methods at different time, so as to better adapt to different occasions and audiences

Week 12

1. My learning

2. Learning outcomes

- The elements of the conclusion include preface, research questions, research objectives, results and discussion, results, research limitations, etc. These elements need to be presented clearly and coherently in the conclusion.

- The conclusion of this paper is objective, comprehensive and concise. This means that we need to present the findings and conclusions comprehensively, based on facts, and expressed as concisely as possible.

- In future paper writing, we can refer to these elements and characteristics to

ensure that our conclusion section presents the results and conclusions clearly and methodically.

- We can use the elements of the conclusion as a framework to organize our conclusion, while focusing on the characteristics of the conclusion, so that readers can better understand our research results and conclusions.

3. My behavior and attitude
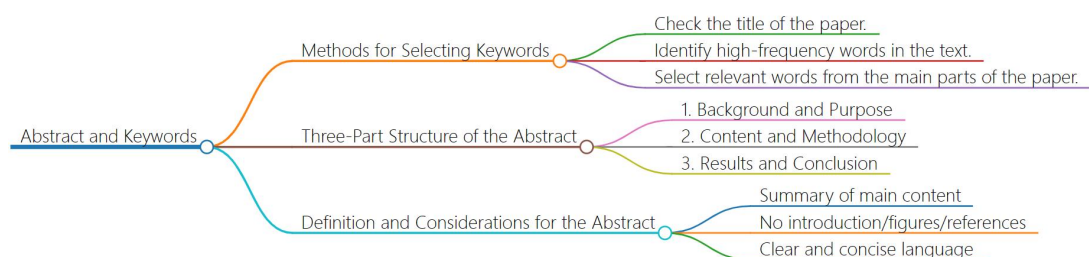
- Pay attention to methods and efficiency,we should pay attention to methods and adopt scientific learning methods and skills to improve learning efficiency.
- Improve your attitude and enthusiasm to answer questions in class and make persistent efforts.

4. Improvement

Exercise regularly: Proper exercise can relax the brain, relieve tension and anxiety, and improve thinking ability. Schedule some time each day for light aerobic exercise, such as walking and jogging.

Week 13

1. My learning

2. Learning outcomes

- The selection of appropriate keywords is essential for making a paper discoverable by search engines and other scholarly resources. By using relevant and specific keywords, authors can help readers find their work more easily. The methods for selecting keywords, such as checking the title, identifying

high-frequency words, and selecting relevant words from the main parts of the paper, can help authors choose the most appropriate keywords.

- The three-part structure of the abstract includes background and purpose, content and methodology, and results and conclusion.In the background and purpose section, authors can emphasize the importance and necessity of their research, as well as elaborate on the problems and gaps they are addressing. In the content and methodology section, authors can briefly introduce their research object, methods, and experimental design.In the results and conclusion section, authors can emphasize the contribution and significance of their research and provide directions and suggestions for future research.

- When writing an abstract, authors should use clear and concise language, avoid professional jargon and complex structures, and provide a brief summary of the main content of their paper.The abstract should not include an introduction, figures, or references, and should be limited to a specific word count, depending on the requirements of the journal or conference.

3. My behavior and attitude

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4. Improvement

Hope to continue to work hard next week, not slack off in extracurricular studies