

REFLECTIVE REPORT

LCLM4001
ACADEMIC SKILLS

Presented By:

Nishat Rahman - 2133900

Lecturer:

Peter Allen

TABLE OF CONTENTS

Introduction	03
Experiences	03
Relection	04
Module impact	03
Conclusion	03
References	04

Introduction

The Academic Skills module has helped me develop important study habits to help me excel in my academic journey. In this report, I will reflect on what I learned, what I found difficult, and how I have grown throughout this module. Some of the key things that shaped my learning were taking notes during lessons and writing reflections after each class. Looking back on these notes and reflective writing has helped me write this essay today, as they gave me a clear record of what was taught, and how the lesson went.

Experiences in the Module

One of the biggest changes for me was learning how to take better notes. At the start, I would try to write everything down, which made it harder for me to study later. Over time, I learned to focus on key points and summarise information in my own words. In Week 2a, we covered different note-taking techniques like the Cornell Method, mind maps, and tabular notes, which helped me structure my notes better (*LCLM4001 Week 2a - Notetaking, 2025*).

A task that stood out to me was the Week 2a voice note exercise, where we had to take notes from a recorded conversation. This was quite challenging for me because the voice note was very fast and contained a lot of information, making it difficult to keep up. I realised that I needed to improve my ability to listen for key points instead of trying to write everything down. The lesson also explained that working memory capacity affects how much information we can hold at once, and I learned that breaking information into smaller parts helps with understanding (*McPherson, 2018*).

Another useful skill I developed was reflective writing, which we touched on in Week 1 and explored deeper in Week 6. Before this module, I didn't realize how helpful reflection was for learning. The lesson introduced Gibbs' Reflective Cycle (1988), which helped me structure my reflections by thinking about what happened, how I felt, what I learned, and how I could improve (*Gibbs, 1988*). Writing reflections after each lesson made me more aware of my strengths and areas for improvement. This helped me track my progress. (*LCLM4001 Week 6 - Reflective Writing, 2024*).

The skills quiz in Week 5 tested my knowledge of time management, note-taking, referencing, and academic writing. I did well in time management but struggled with referencing. This showed me that I needed to improve my understanding of Harvard referencing.

Reflection on My Learning

One of my strengths in this module was time management. I used a planner to track deadlines and stay organized, and Moodle to review things I missed or didn't understand in lessons.

I also improved in-class participation. Before I didn't always contribute to discussions but as the weeks went on, I started asking more questions and sharing my thoughts. This helped me understand topics better and gave me more confidence in my learning.

Another area where I made progress was note-taking. I started trying different methods to find which suited me best. I ended up using methods like bullet points and summaries to make my notes clearer and sometimes mind maps. This made it easier to study for quizzes and assignments.

One of the biggest challenges for me was referencing. The Harvard style was confusing at first, and I often made mistakes in formatting my citations. In Week 3c, we reviewed referencing in more detail, and I used CiteThemRight to help me practice (*LCLM4001 Week 3c - Understanding Referencing, 2024*). I've gotten better, but I still need to double-check my references to make sure they're correct.

I also struggled with writing detailed reflections. Sometimes, I would just list what I learned without really thinking about how I could apply it. In Week 6, we explored different models of reflection, like Kolb's Learning Cycle (1984) and Driscoll's Model (1994), which helped me think more deeply about my experiences (*LCLM4001 Week 6 - Reflective Writing, 2024*).

Another thing I need to work on is reviewing my notes more effectively. Even though my notetaking has improved, I sometimes find it hard to organize everything when studying. In Week 2a, we learned that reviewing notes regularly and summarising them helps with remembering, so I plan to start using this method in the future (*LCLM4001 Week 2a - Notetaking, 2025*).

How This Module Helped Me

This module has changed the way I study. Before, I didn't put much thought into how I took notes or reflected on lessons, but now I see that these skills are important for success in university.

I also feel more confident about managing my workload. Learning how to plan my time, take better notes, and reflect on my progress has helped me become more independent in my studies.

Most importantly, I've learned that small improvements add up over time. Even though I struggled with some things at first, consistent practice has helped me get better, and I know I can keep improving.

Conclusion

The Academic Skills module has helped me develop useful skills like notetaking, reflective writing, and time management to help me in my academic journey. I've made good progress in organizing my notes and managing my time, but I still need to work on referencing and writing deeper reflections. Going forward, I will keep practising and using feedback to improve. The lessons I've learned in this module will not only help me in future coursework but also in my career, where clear communication and organisation are important.

References

Gibbs, G., 1988. *Learning by Doing: A Guide to Teaching and Learning Methods*. Oxford: Further Education Unit, Oxford Polytechnic, pp. 46-47.

LCLM4001 Week 2a - Notetaking, 2025. Academic Skills Module Lecture Notes, University of Wales Trinity Saint David.

LCLM4001 Week 3c - Understanding Referencing, 2024. Academic Skills Module Lecture Notes, University of Wales Trinity Saint David.

LCLM4001 Week 6 - Reflective Writing, 2024. Academic Skills Module Lecture Notes, University of Wales Trinity Saint David.

McPherson, F., 2018. *Effective Notetaking*. Wellington: Wayz Press.