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ACS

report

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Module Code: LCLM4001

Module: Academic Skills

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Table of Contents

1 Introduction	2
2 Description of Experiences	2
3 Personal Reflection.....	3
3.1 Evaluation	3
3.2 Analysis.....	3
4 Conclusion	4
5 References	5

1 Introduction

Reflection means thinking about your experiences so you can understand them and learn from them (Gibbs, 1988). It is important for university students because it helps us see what we are doing well and what we need to improve. The aim of this report is to reflect on my learning in the Academic Skills module. I will focus on two skills: time management and critical thinking. These skills are important for success in both university and future jobs. I will describe my experiences in class, what went well, what was difficult, and how I will continue improving.

2 Description of Experiences

One skill I worked on in this module was time management. Time management means planning your time so you can finish tasks on time. This is important because it helps you meet deadlines and reduces stress. I used the Pomodoro Technique, which means working for 25 minutes and then taking a short break (Cirillo, 2006). This helped me focus and finish my work more easily.

The second skill I improved was critical thinking. Critical thinking means looking at information carefully, understanding it, and making your own opinion. It is important because it helps you write your own ideas and avoid copying.

I especially liked the class activities, especially the paraphrasing exercises. These taught me how to use someone else's ideas but write them in my own words. This helped me understand the topic better and avoid plagiarism (University of Leeds, 2020).

I also learned how to add references to my work. This is important in academic writing because it gives credit to the original author and makes my work more professional. We also used the Cornell Notes method for note-taking, which made my notes more organised and easier to use for assignments.

3 Personal Reflection

3.1 Evaluation

Many things went well for me in this module. Using the Pomodoro Technique made my time management much better. I could finish my work earlier and had more time to check it. The Cornell Notes method kept my notes tidy and easy to use later.

The best part of the module for me was the class activities, especially paraphrasing. Before, I was not sure how to change sentences without copying them. Now, I can explain ideas in my own words and feel more confident in my writing. This also helped me avoid plagiarism.

I was also happy to learn how to add references to my work. Before, I did not know how to do this properly, but now I understand how to give credit to the original authors.

At the start, note-taking was hard for me. Sometimes I wrote too much or not enough. I also found it hard to choose the most important points. Another problem was spending too much time on one task, which made it harder to finish other work.

3.2 Analysis

I think my time management improved because the Pomodoro Technique gave me a clear and simple plan. Cirillo (2006) says that short breaks help people keep their focus, and this was true for me. I felt less tired and more motivated to finish tasks. Planning my week also helped me decide which work to do first.

My critical thinking improved because the class activities gave me a lot of practice. I especially enjoyed the paraphrasing exercises. The University of Leeds (2020) explains that paraphrasing is important because it shows understanding and avoids plagiarism. This matched my experience because when I rewrote ideas in my own words, I understood them better. It also made my writing more original.

Learning how to add references was another important step for me. Before, I was not confident in this skill. Now I understand that referencing shows respect for the author's

work and makes my writing stronger. I also learned how to use CRAAP to make sure I have the right source for my citation. The CRAAP Test was developed by Blakeslee (2004).

The Cornell Notes method was helpful because it separated key points, details, and my own thoughts. This made it easier for me to use my notes for assignments. At first, my notetaking was not so good because I tried to write everything down. Over time, I learned to focus on the main ideas and write less but more clearly.

I still need to get better at choosing the most important information quickly. Sometimes I write too much, which makes my notes hard to read later. I also want to keep improving my academic writing, so my sentences are clear and professional.

To keep improving, I will continue using the Pomodoro Technique for assignments and revision. I will practise note-taking by summarising short articles or videos so I can choose the main points faster. For critical thinking, I will keep paraphrasing short texts to make my writing more original and correctly reference them.

Overall, my biggest improvement was in time management, academic writing, and referencing. These will help me at university and in my future career.

4 Conclusion

This report reflected on my learning in time management and critical thinking in the Academic Skills module. The Pomodoro Technique helped me focus and finish work on time. The Cornell Notes method improved my notetaking and made assignments easier. The class activities, especially paraphrasing, were the most enjoyable part for me. I also learned how to add references to my work, which made my writing more professional. My main challenge was note-taking at the start, but I improved through practice. Overall, this module gave me useful skills for both my studies and my future career.

5 References

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