

Welcome to Academic Skills!

LCLM4001 Academic Skills

Week 1

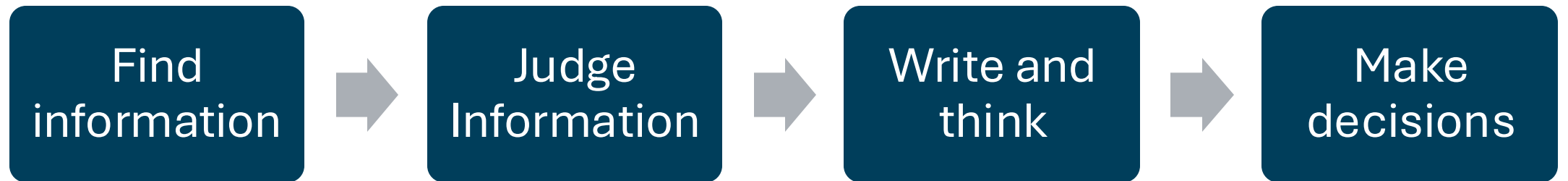


Welcome to the module!

For your
studies

And your
future
work

What is this module about?



What to Expect in Higher Education

- Clear weekly structure
- Lots of practice and support
- Opportunities to ask questions
- Time to work with classmates
- Feedback to help you improve

How we learn in this module



What today is about

What it means to study business at Level 4

Key questions and decision-making

Key expectations

Business decisions in Everyday Life





Quick Introductions

Talk to the person next to you:

- Your name
- One simple thing (work / family / hobbies / why you chose this course)



Your business decisions

Think about the last few days:

- Did you decide what to buy?
- Did you choose how to spend your time?
- Did you choose which service to use (shop, café, website)?
- Did you make a work or family decision?

Just think quietly for a moment.



Your decision: Pair Discussion

Share one small decision you made recently.

- What information did you use?
- Did you compare options?



Thinking about decision making

In groups of 4:

- What kinds of decisions did you talk about?
- What information did people use?
- Which decisions were work-related?
- Which were personal or family-related?

Your *business* decisions



What is business at university?



What is business?

**Business =
Making
Decisions**

Businesses make decisions about:

- customers
- money and costs
- people and staff
- products and services
- growth and improvement
- ethics and fairness

How Academic Skills Help Business Decisions

Academic
skills =
business
thinking skills

- Reading → finding reliable information
- Note-making → comparing options clearly
- Analysis → choosing the best solution
- Writing → explaining decisions in a professional way

Let's consider: Customer Numbers Drop

A café notices that lunchtime customer numbers have dropped by 15% in the last month.



Academic skills that help:

- Reading data: understanding the customer numbers clearly
- Note-making: writing down busy vs quiet times
- Analysis: comparing this month to last month
- Evaluating information: checking if the data comes from a reliable source (till system, not guesswork)

Let's consider: Slow service complaints

A shop receives 10 customer complaints about slow service in one week.



Academic skills that help:

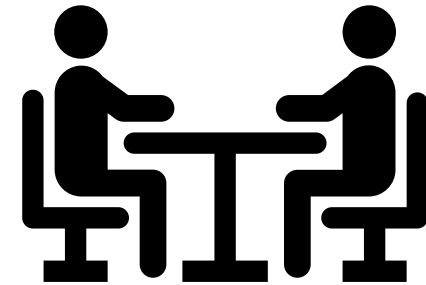
- Reading written complaints: finding the main issue
- Summarising: explaining the common problem in 1–2 sentences
- Identifying evidence: spotting patterns (e.g., complaints happen at peak times)
- Writing: preparing a clear explanation for the manager



Try it out

In pairs:

- Read the cards
- Match each business decision with an academic skill
- Discuss why



Expectations at Higher Education





Myth vs reality

In your group (4-5 people):

- Read each statement
- Decide if it is an HE expectation or a myth
- Talk about why you chose that category
- Don't worry about being correct. This is just a conversation
- We will go through a few examples together afterwards

Myth vs Reality

Myths!

Myth vs Reality

Realities!

Break time!

See you in 15 minutes 😊



Thinking Like a Business Student

Scenario:

- A small café notices that lunchtime sales have dropped in the last 2 weeks.

You will work together to make bullet-point notes about:

- Decisions the café needs to make (think: prices, products, customer service)
- Information the café needs (think: customer numbers, complaints, busy times)
- Academic skills that help make these decision (think: reading, note-taking, comparing options)



Thinking Like a Business Student: Share Your Strongest Idea

1. Choose and prepare: 5 minutes

With your partner, look at the reasons you brainstormed. Choose the reason you think is **strongest or most likely**. Discuss:

- What information would the café need to check the idea?
- Where could the café find this information?
- What might the café decide to do?
- Which academic skill would help?
- How would this skill support a better business decision?

2. Exchange ideas: 10 minutes

Join another pair.

- **Pair 1:** Explain your idea and thinking.
- **Pair 2:** Listen and ask one useful question.
- **Swap roles.**

As a group, notice (5 minutes):

- What was similar?
- What was different?
- Did the other pair give you a new idea or make you rethink anything?

You are sharing one developed idea, not your whole list.

Thinking like a business student

Being a business student is not about knowing everything.

It's about thinking clearly, asking questions, and using information to make good decisions.



Reflection Time!



What is Moodle?

- Moodle is our online learning space — it's where your module information lives.
- You will find everything for this class on Moodle: weekly materials, activities, and announcements.
- You will submit your assignments on Moodle when the time comes.
- Only you and your tutor can see your private posts in the reflection forum.
- You can log in from your phone, laptop, or a university computer.

Let's give it a go



- Google: **UWTSD Moodle**
- Go to Moodle from your **UWTSD HWB app**



Reflection

Please answer these three questions:

1. What did you already know before today's class?
2. What is one new thing you understand about studying business at university?
3. What do you feel more confident about after today's class?

- Write 1-2 short sentences to answer each. Use simple English.
- You will post your answers on Moodle in the “Reflection Space – Individual”. Only you and the tutor can see your post.
- **This is not marked, but will be read by your tutor.**
- You do not need to share with the class.
- Please do not use AI or Translation to write your reflection sentences!



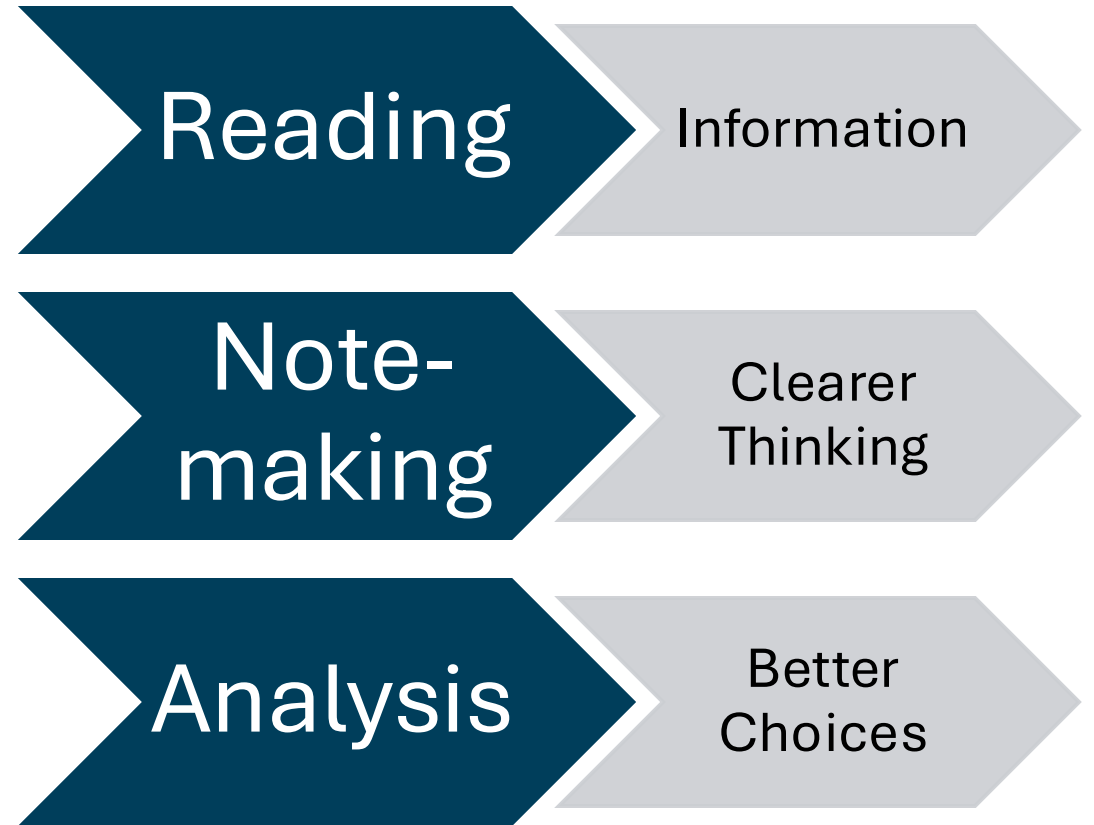
Prifysgol Cymru
Y Drincod Dewi Sant
University of Wales
Trinity Saint David

Recap



Today we learned...

- Business is about making decisions
- Decisions need information
- Academic skills help us understand and use information
- You already use these skills in everyday life



You Belong Here

- University is not about perfection.
- It is about:
 - practising new skills
 - asking questions
 - learning from mistakes
 - getting support when you need it
- You belong here.
- You are already doing the thinking we need in business and in higher education.







Homework for Week 2



- Complete:

Online Resource List training

This session will help you make the most of online resource lists. The sections on the left of the screen will help you navigate your way around them and explain how you can integrate them into your work plan.

- Complete:

Week 1 Quiz

This short quiz will help you review the key concepts of the lesson. It does not count towards your grade and is for review purposes only

Online Resource List training:

Open Moodle

- Go to this module (Academic Skills)
- Click Week 1
- Go to "Your Tasks"
- Click the link: Task 1: Online Resource List training
- Click 'Enrol'
- Start the online lesson!

Week 1 Quiz:

Open Moodle

- Go to this module (Academic Skills)
- Click Week 1
- Go to "Your Tasks"

Next Week: Communication & Assessments

Next Week:

- Understanding your assessments
- Reading assignment instructions
- What marking criteria really mean
- First steps in academic communication





Library Support: Online Reading Lists

Online Resource Lists

show you:

- your essential reading
- extra videos and websites
- reading chosen by your tutors
- materials to help you study each week

Open Moodle

- Go to this module (Academic Skills)
- Click Week 1
- Select Online Resource List training

Digital Skills Support

- Feeling unsure about technology is normal.
- The HWB and Assessment Teams can help you with:
 - Moodle
 - Teams
 - OneDrive
 - PowerPoint
 - Using your laptop or phone for study
- We will go slowly, step by step.