

Task 3 Response Template

Student Name: Mirela Anghel

Student Number: 2506357

Module Code and Title: LCLM4001- Academic Skills

Task Title: Task 3 Reflective Report

Lecturer Name: Arshad Sher

Introduction

Starting my studies at the University of Wales Trinity Saint David in Birmingham, one of the two courses I was taking was Academic Skills. I soon learned that this course would become a very important part of my development as a student. One of the main challenges in taking this class was stemming from the fact that English is not my first language.

The course for its entity of 10 weeks focused not only on reading and writing but was aiming to develop a wide range of skills, such as paraphrasing, summarizing, critical reading, referencing, note-taking, synthesizing, and time-management.

This module offered an opportunity for us students to examine how we learn, how we organize information, and how to communicate ideas effectively. In this class, we took part in group discussions, peer-reviewed exercises, and practical activities that helped us practice these skills in a learning environment.

Description of Experiences

In the early weeks of studying Academic Skills, it was presented to us what time management is and the importance of it. I learned that getting good at managing your time means consciously planning and controlling how you allocate it depending on tasks and activities. We learned about the 3P of time management: planning, procrastination and perfectionism; the 4D strategy (De-commitment, deferment, downgrading, delegation) and Eisenhower Matrix where you have two categories important, non-important as follows: do, schedule, delegate, delete. One of the most important aspects of time management for me was reducing stress and being able to plan my studies in

order to achieve my goals.

Another very important part of the course was determining the suitability of sources using the CRAAP test. The CRAAP test helps you decide if the source of information you want to incorporate into your study is reliable, credible, and suitable for academic work by evaluating its Currency, Relevance, Authority, Accuracy, and Purpose.

We also learned about academic writing, including paraphrasing, summarizing, referencing, and understanding plagiarism. These sessions, although challenging, were especially helpful because they explained how to use sources properly and how to express ideas in my own words. This gave me more confidence when writing assignments.

It is safe to say that this course created a supportive learning environment where I could practice new skills, ask questions, and have more confidence in my academic abilities.

Analysis and Personal Reflection

Looking back on my experience with the Academic Skills course, I think one of the biggest lessons I learned was the importance of reading with purpose. Whereas before I used to read long and complex texts in detail, which were overwhelming, tiring and confusing, by learning strategies like prediction, surveying, scanning, skimming, highlighting, note-taking, I now read in a more active and focused way. This change has made reading easier and has given me more confidence during our class discussions.

Moving from reading to writing, this section had a strong impact on me. Paraphrasing is very difficult, and I was constantly worried about copying too closely or even changing the meaning of the text completely. However, with the help of the sections of this course dedicated to paraphrasing, in-class teaching, watching videos, reading and exercising paraphrasing, I learned that mastering this skill is more about understanding the idea than simply changing words. This helped me to relax and write more easily and naturally. Learning how to reference correctly helped me as well to understand the importance of being honest and respectful of other people's work in the academic field.

Participating in peer-reviewed activities was another turning point. I suffer from anxiety, and I am sometimes nervous about showing my work to others. I understood that

sharing experiences with my classmates was helping me to improve my own style. It is good to realize that writing often improves through revision and feedback, not by constantly trying to be perfect in every step of the way.

As I mentioned briefly about time management in my description, I need to emphasize that this was another part of the Academic Skills where I experienced significant growth. Before the course, I had the tendency to leave the tasks until the last minute, which was a big stress factor. This made it hard for me to concentrate on doing my best work. The time-management criteria and categories encouraged me to split tasks into smaller groups, plan, and set realistic goals. Using planners and knowing how to prioritize tasks helped me stay more organized. I also learned that looking after my wellbeing was one of the time-management requirements in order to achieve good results. It is clearer for me now that balancing breaks and schedule improves my concentration. Ultimately, "time management is a business skill, and all business skills are learnable. Time management is like riding a bicycle, typing on a keyboard, or playing a sport. It is made up of a series of methods, strategies, and techniques. It is a skill set that you can learn, practice, and master with determination and repetition". Tracy, B. (2014)

I would say that the most meaningful outcome from this course is how much confidence it helped me build. Navigating through life and this new university/academic environment, I had doubts about my ability to absorb information from this course, especially when using formal English, which for me was challenging. However, I believe that the supportive atmosphere and the easy accessibility to this module helped me overcome my self-doubt. It is more than obvious that academic skills are not by any means simple or easy to learn. But with good practice, patience, and persistence you can definitely improve along the way, even when tasks feel difficult or unfamiliar.

It is safe to say that the Academic Skills course helped me develop stronger reading, writing, and managerial skills. It gave me a boost of confidence in myself as a student, and I know now that learning is a continuous journey.

Conclusion

The Academic Skills module has been an important learning experience that helped me to greatly improve my reading, writing in English, understand academic expectations and

time management habits. I taught me that improvement comes through practice and reflection, and not perfection. It showed me as well that with the right strategies in place, I can succeed in a university environment even when studying a second language. The skills I learned will support me in future modules, help me continue to grow as an independent learner, and progress in my academic journey.

Reference List

- Cottrell, S. (2019) *The Study Skills Handbook*. 5th edn. London: Red Globe Press.
- Lea, M.R. and Street, B.V. (1998) 'Student writing in higher education: An academic literacies approach', *Studies in Higher Education*, 23(2), pp.157–172
- Tracy, B. (2014) *Time Management*. New York: AMACOM.