

Task 3 Response Template

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Task Title: Task 3 Reflective Report 1000 WORDS

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This reflective report its about my learning journey throught the Academic skills Module,To be honest i have missed quite a few lessons ,but Online recordings with the lessons sent from my Teachers helped me alot ,

I looked at the guide from the website (UWTSD, 2025i) it helped me understand about my assessment that needs to be submitted ,clearly i missed some classes and i didnt knew to submit,also i felt very unsure about what to do and what to expect about academic writing and referencing they were not familliar to me .during the first weeks ,i managed to learn new skills like how to use and and find reliable sources ,how to properly using the harvard style and . It was a life changing experience,when i started to challenge myself thru the process of learning.

I Think one of my biggest power during the clases on this module was time management,also im coming all the way from Leeds ,and its challenging for me because i need to comute ,its a big effort for me planning assignments,and taking seriously feedback.which is very helpful sometimes and teach me how to improve my referencing and structure,instead of feeling discouraged. I just hope i will do better in future assignments. And time management.

This module had a positive impact on my personal growth and academic skills, personally i become more motivated or at list that's what i like to think im building my confidence ,become more independent and motivated. Iv learned how to reflect on my progres to be honest. Started to seek support,

Description of Experiences (200 words)

Throughout this experience, I encountered a variety of situations that challenged me both personally and academically. One of the most impactful moments occurred during a group project, where I had to collaborate with individuals with different working styles and perspectives. Initially, I struggled to adapt, especially when communication was unclear or deadlines were missed. However, over time, I learned to be more patient, proactive in resolving conflicts, and open to compromise.

Another significant experience was managing a tight schedule while juggling multiple responsibilities... At first, I found it difficult to prioritize tasks effectively, which led to stress and occasional oversight. Gradually, I began using planning tools and setting realistic goals, which helped me stay focused and organized. This shift improved both the quality of my work and my confidence in handling pressure.

I also faced challenges in presenting my ideas clearly, especially during discussions and written assignments. By seeking feedback and reflecting on my performance, I gradually developed better communication skills.

Overall, these experiences taught me the importance of adaptability, resilience, and continuous self-improvement. I now view challenges not as setbacks but as opportunities to learn and grow. The skills and insights I've gained will serve me well in future academic and professional settings.

Analysis and Personal Reflection (600) words

Completing my first semester of Business Skills for the Workplace has been a significant and rewarding step in my academic and personal development. The course introduced me to a range of essential skills that are critical in any professional environment, such as communication, teamwork, time management, professionalism, and problem solving. As someone just starting out, I found this semester both challenging and enriching, providing me with practical knowledge and a clearer idea of what is expected in the workplace.

One of the first key areas we covered was communication, and it quickly became clear how vital it is to express ideas clearly and professionally. Through presentations, group discussions, and written assignments, I became more aware of how to tailor my message depending on the audience. At the beginning, I was nervous about public speaking, but with practice and peer feedback, I noticed a real improvement in my confidence and clarity. This has made me more comfortable interacting in academic settings/., and has prepared me for future workplace scenarios.

Another major aspect of the semester was teamwork. During group tasks, I learned that working with different personalities can be both rewarding and challenging. Early on, I struggled with letting go of control and trusting others to complete their parts. However, as the weeks went on, I began to understand the importance of shared responsibility and active listening. I've learned that good teamwork is not just about dividing tasks, but about collaborating, supporting each other, and making decisions together. These experiences have made me more adaptable and open-minded.

Time management was a skill I quickly realized I needed to improve. At first, I underestimated how much independent work was required at the college level. I found myself rushing to meet deadlines and feeling overwhelmed. But after learning about prioritization techniques and tools like calendars and planners, I became more organized. I now break tasks into smaller c steps and plan ahead, which has reduced my stress and improved the quality of my work.

The course also highlighted the value of professional behavior in the workplace. We discussed topics such as punctuality, dress code, communication etiquette, and respect in the workplace. These lessons have helped shape my understanding of what it means to be a reliable and professional employee. Even in classroom settings, I've started applying this by showing up on time, participating more actively, and maintaining a respectful attitude toward peers and lecturers.

One area that stood out for me was problem-solving and decision-making. We explored real-life business scenarios and learned how to assess situations, weigh options, and choose effective solutions. These exercises taught me to think critically and logically rather than reacting emotionally or impulsively. I now feel more equipped to handle workplace challenges in a calm and structured way.

Reflecting on this semester, I feel proud of my progress. I came in unsure of what to expect, but I am leaving the first term with stronger communication skills, better time management habits, and a clearer sense of how to contribute positively in a team.

More importantly, I've developed greater confidence in myself and a strong motivation to continue improving.

In conclusion, my first semester of Business Skills for the Workplace has laid a solid foundation for both my academic journey and my future career. I've gained practical skills, valuable insights, and a new perspective on how to navigate professional environments. I look forward to building on this knowledge in the coming semesters and applying it confidently in the real world....

conclusion (100) words

The first semester of studying Business Skills for the Work place has been a valuable learning.. experience that .,has shaped my understanding of the professional world. It not only introduced me to key workplace skills but also helped me recognize areas where I can continue to grow. From improvin g my communication and teamwork to managing time more effectively, each lesson has contributed to my personal and academic development. This experience has boosted my confidence and made me more aware of what employers expect in a modern wor kplace. I now feel better equipped to ta ke on new challenges and look forward to applying these skills in future roles and opportunities.....

References:

UWTSD (2025). *Log in to the site | Home*. [online] Uwtstd.ac.uk. Available at: [https://moodle.uwtstd.ac.uk/pluginfile.php/1053550/mod_resource/content/2/UserGuide Moodle_SubmittingAssignments_v2024-IICL%20BIRMINGHAM%20%283%29.pdf](https://moodle.uwtstd.ac.uk/pluginfile.php/1053550/mod_resource/content/2/UserGuide_Moodle_SubmittingAssignments_v2024-IICL%20BIRMINGHAM%20%283%29.pdf) [Accessed 20 Jul. 2025].

