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ACADEMIC SKILLS (LCLM4001_LON)

REFLECTIVE REPORT TASK 3

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INTRODUCTION

This report aims to analyse my learning process, assessing how academic skills have improved my performance and what I can apply to future work. Furthermore, it will provide an evaluation of my academic skills, recognizing my strengths and weaknesses, to identify areas for improvement and strengthen my autonomy as a learner.

DESCRIPTION

Well, I am very positive, responsible and extremely hardworking person. I really enjoy sales and customer service, and at the same time, I strive to improve myself in this course we explore essential academic skills, specifically focusing on Time Management and take organized notes during lectures.

FEELING

At the beginning of the course, I felt nervous and slightly anxious, I found the high level of English quite challenging. However, as the classes progressed, I became more engaged and interested because the teacher explained the topics clearly and effectively.

ACADEMIC SKILLS

WEEK 1 – 2

TIME MANAGEMENT

- Time management is all about organizing myself and my work to make the most out of the time I have.
- Good time management doesn't mean you do more work, it means you focus on the tasks that matter and those that will make a difference.

Learning how to manage your time effectively will help you feel more relaxed, focused and in control.

I applied the **Eisenhower Matrix** is a tool that helps you prioritize tasks and manage your time. to prioritize urgent and important tasks; and I used the **Pomodoro Techniques**, 25 minutes writing to report followed by a 5-minute break, to maintain my focus on my studies. These tools are important to me.

WHY? Because they helped me manage my workload effectively, avoid stress, and achieve a deeper level of learning.

These skills will be vital for managing deadlines in a professional environment.

An Enemy of Time Management Procrastination

- I was a person who didn't use my time well, Previously I struggled with inefficient time management, specifically regarding prioritization.
- Especially leaving things until the last minute.
I had a tendency to postpone assignments until immediately before the deadline.
- I started studying and I got distracted by my phone.
While attempting to study, I frequently succumbed to digital distraction, such as my mobile phone.

WHY?

Because I found that this behavior caused significant stress, sleep deprivation, and ultimately resulted in lower marks.

That's why I use Pomodoro Techniques, and Eisenhower helped me organize my time and studies well, to achieve my goals,

TAKE NOTES

I focus on remembering instead of understanding, helping my brain cope with information and reduce mental overload.

Writing things down frees up brain help me,

- Understand idea
- Making connections

- Stay focused.

Good notes make revision faster and less stressful, notes help learning last longer.

WEEK 5

PARAPHRASING AND PARAGRAPHS

- Why is it an essential skill?

It helps the reader follow the line of thought and understand how the argument is constructed.

It focused on clarity, cohesion and logical argumentation.

TECHNIQUES Reminder use of synonyms, word order, change of word form e.g. Verb to a Noun, sentence structure/ grammar/ combining sentences.

WHY HELP?

These are fundamental writing skills that allow students to rephrase other authors ideas in their words, thus avoiding plagiarism. They demonstrate a deep understanding of the material and enable students to integrate diverse perspectives into their work.

This is one of the topics I enjoyed the most; I find it constructive for developing good writing skills, comprehension, and improving your writing performance.

Why will it help me create good comprehension topics using techniques and make a worthy presentation that the teacher will be proud of, their students, and also for my future job.

SWOT

It's a simple yet powerful tool that allows you to self-assess based on my Strengths, Weaknesses, Opportunities, and Treats.

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
○ Ability to work in a team. ○ Always I put myself in other people's shoes to understand them. ○ Ability to work under pressure.	○ Lack of communication, procrastination	○ Student help	○ Legal regulations or economic instability.

CONCLUSION

Throughout my studies, at the beginning it was difficult and complicated, but my consistency and perseverance helped me to continue my studies, strengthening me, teaching me how to organize my time, and giving me confidence that I can do it.

Also, my studies help me gain more knowledge and understanding of the subject so I can discuss it with my classmates.

Overall, my experience in the program has been positive. The previous two terms were very good, and I really liked the way the lecturers taught.

This term, I especially enjoyed Miss Lakshani Employability and Career Development class. She makes the lesson very engaging, interactive, and easy to follow.

However, the Sunday enterprise and entrepreneurship class with Mr. Thomas makes the lesson very interesting and funny.

Many thanks to all the teachers.

REFERENCE

[12 Examples of Academic Skills \(Plus Tips To Improve Them\) | Indeed.com](#)