

Welcome to Academic Skills!

LCLM4001 Academic Skills

Week 9



Remembering last week

We:

- Explored effective spoken communication in academic and business contexts.
- Analysed voice, body language, clarity and audience engagement in example videos.
- Practiced structuring short-spoken messages (opening, key point, example, close)

Why this matters:

- Improves confidence in professional speaking situations.
- It helps ideas be understood clearly and reduces miscommunication.
- Builds credibility and professionalism

What today is about

To develop understanding of reflection as a key business skill

To evaluate personal skills, progress, and professional behaviours in a business context (e.g. communication, teamwork, reliability).

To set realistic, career-focused goals and create a personal development plan for future professional growth



What is 1 skill you've improved since Week 1?





What is reflection?

- Reflection is looking back at what you did so you can do it better in the future.
- Experience + thinking = Learning
- Think about:
 - What you did?
 - What you learnt?
 - What you can improve?

You identified a skill you think has improved on the Vevox. Now let's go one step further. Reflection is not only naming the skill: it is thinking about **what helped you improve, what changed, and what you learned.**



Discuss – Why is reflection important?

- Discuss in pairs:
 - Why might reflection be important in business?
 - Why might it be important for your studies and student life?
- Be ready to share one idea

03:00



Why is reflection important

- In University reflection can help students:

1. Improve their grades
2. Learn from feedback (e.g., lecturers, peers)
3. Improve their time management

- In business (Workplace) reflection can:

1. Increase opportunities for promotions/raise
2. Improve work performance
3. Improve decision making



Simple Reflection Tool

- What? What happened in the task?
- So what? What did you learn?
- Now what? What will you do differently next time?

You are part of a marketing team preparing a social media campaign. You underestimate how long the work will take and submit the content schedule one day late.

The team has less time to check the work, and some changes have to be made at the last minute. You realise that poor time planning can affect other people's work

For the next project, you will break the task into smaller steps and set an earlier personal deadline so the team has enough time to review the work.

Reflection = what happened → what you learned → what you will do next



Description or Reflection?

Description or Reflection?

A:

“In Week 3, I used a mind map to organise the main idea, key details and examples from a text.”

B:

“In Week 3, I used a mind map to organise the main idea, key details and examples from a text. This helped me realise that I do not need to write down everything I read, and I became more confident choosing the most useful information.”

Discuss with a partner:

Which one shows stronger reflection? Why?



Activity 1- Looking Back – Your Progress

- Complete the **Skills Timeline worksheet**
- For Part 2, think about:
 - a **specific activity, worksheet, feedback, workshop or assessment** that helped you
 - what you found difficult before
 - what you can do now
 - what you learned from the experience
- Then discuss **the skill** with a partner.
- There are questions to help you discuss your skill with your partner on the worksheet

Try to be specific, this will help you prepare for Assessment 3!



Activity 2: Gallery Walk

- **Write ONE specific example from the module that helped you develop this skill.**
 - Then add: **What did it help you learn?**
 - For example, not:
 - “I got better at writing.”
- but something more like:
- “The TEEL workshop helped me organise evidence and explanation.”
 - **Then have a look at what other people wrote and see if your classmates had similar or different experiences to you!**

10:00

Break Time! 😊





Group Discussion

What Makes an Effective vs. An Ineffective Reflection?

- Now that you understand what a reflection is and what it includes, work with your group to brainstorm two lists:
- **Effective Reflection:** What actions, behaviours, or elements do you think contribute to a strong, thoughtful reflection? What details would be necessary to include if you're demonstrating your ability to reflect to others?
- **Ineffective Reflection:** What common mistakes or missing elements result in a weak or unhelpful reflection?
- Write down your ideas for each list and be prepared to discuss them with the class.

VEVOX



vevox



Group Discussion: Why does reflection matter in Business?

1. Why might reflection be useful in business?
2. Can you think of a specific workplace situation where reflection could help someone improve? For example: after a project, customer complaint, mistake, feedback, meeting or presentation.
3. What could happen if a person or business never reflects on what went well or what went wrong?

Be specific. Give at least one real or realistic business example.

Why does Reflection Matter in the Workplace?

- Reflection helps people and businesses improve.
- In the workplace, reflection can help people:
 - learn from mistakes and successes
 - respond to feedback
 - improve how they complete tasks
 - make better decisions next time
 - identify strengths and areas to develop
 - plan clear next steps

People reflect at work when they:

- review a finished project
- receive feedback from a manager
- respond to a customer complaint
- make a mistake and decide how to prevent it happening again
- prepare for a performance review
- think about skills they want to develop

Reflection and Goal Setting

- Reflection should lead to action
- **Reflection is not only looking backwards.**
- It should help you decide:

What will I do next?

Goal Setting: BE SPECIFIC

Too vague:

“I will practise more.”

More useful:

“I will practise giving short presentations by recording myself once a week and checking my pace and volume.”

A useful next step explains WHAT you will do and HOW you will do it.



What makes a good goal?

- **Specific (Clear and focused)**

Improve writing

Write one paragraph each week

- **Measurable**

Read more”

Read 2 articles each week

- **Realistic**

Study 10 hours every day”

Study 1 hour after class”

Clear goals = easier success





Now is your turn to write goals

Think of ONE challenge you have experienced during Academic Skills.
Write it in your notes.

Write ONE clear next step that could help you improve.

After, consider:

- Is it clear?
- Is it specific?
- Is it realistic?

Share your goal with a partner and use the Goal Setting Checklist in the Week 9 Tile to check your partner's goal!

Break time!

See you in 10 minutes 😊



Reflection

Please answer:

What are you most proud of yourself for learning or accomplishing in Academic Skills in the last 9 weeks?

05:00

- Write 1-3 short sentences. Use simple English.
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.

Understanding your final assignment: Task 3

Let's explore task 3 in detail:

- With a partner complete **Exercise 1** and **Exercise 2** in the Task 3 Exploration Worksheet.



08:00

Task 3 Explanation

- **Assessment 3: Reflective Presentation**
- Record a 3–5 minute video
- Reflect on your learning in Academic Skills
- Submit your video on Moodle
- **No PowerPoint slides needed**
- Your face should be visible in the recording

This is not about perfect English!
It is about explaining your learning clearly.

Task 3 Explanation: What to Include

In your presentation, you should:

- introduce what you will talk about
- explain **1 or 2 skills** you developed on the Academic Skills module
- give **specific examples** from the module
- explain **one challenge related to your skill** and how you improved or **will** continue to improve
- explain how the skill will help you in future study or work
- finish with a clear closing point



Task 3: Brainstorm!

- On your own, complete **Exercise 3** on the Task 3 Exploration Worksheet.
- Just write your initial thoughts! Write in note form and try and answer all of Exercise 3 with whatever **comes first** into your head. This part is just to get some ideas rolling, you don't have to stick to these thoughts for the final draft!
- Then discuss your ideas with a partner.

05:00

Task 3 Explanation: Be Specific

Avoid very general comments:

“I improved my writing.”

Make it more specific:

“The TEEL workshop helped me understand how to organise a paragraph with a topic sentence, evidence, explanation and link.”

Strong reflection explains:

experience → learning → change

Provide specific examples of your learning and of the activities you completed to help this learning. Explain how these examples helped you learn.

Consider:

- Group Discussions
- Pair activities (handouts)
- Independent Work
- Reflection Logs
- Vevox quizzes
- Homework
- Assessments 1 and 2 /Assessment Prep
- Lecturer feedback on classroom work/assessments
- Peer feedback

NOTE!

- It is better to be specific and include examples to support your reflection than to try and cram more skills in!
- You can choose one OR two skills
- Only choose two if you are confident you can reflect on both skills fully and include enough information for both!
- Remember to REFLECT, not just describe!
- Include specific steps you will take to improve your skill-remember your goal setting from earlier!
- Link the skill to your future studies and career

Task 3 Explanation: Structure your presentation

Use a clear structure:

Opening → Key points with examples → Clear close

In your presentation, you should:

1. Introduce what you are going to talk about
2. Explain 1 or 2 academic skills you have developed
3. Give specific examples of your learning from the module to show how you developed your
4. chosen skill(s)
5. Explain at least one challenge you had during the module and what you did, or will do, to improve
6. Explain why your chosen skill(s) are important for your future studies or workplace
7. development
8. Finish with a clear closing point about what you will take forward

Now is time to start (continue) working on Task 3....

- Now that you have some first ideas, go find the Task 3 Template in the Assessment Information and Submission tile
- The template does NOT need to be handed in, but filling it in properly will give you good notes to use during your presentation!
- After finishing your template, chat to your partner about your ideas

Task video presentation: Key things to remember

- You do **not** need to create PowerPoint slides
- You must answer **all questions** in the Task 3 Template
- You can use notes, but **do not read directly**
- Speak clearly and explain your ideas in your own words
- Record your presentation
- Upload your recording to Moodle
- Remember your presentation skills! Eye contact, natural and engaging delivery, no reading from a script!

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Homework!

Continue working on Task 3 template and bring it in class with you in Week 10!