

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?



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



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 working on a social media campaign. Your task is to create and share the content schedule for approval.

However, you underestimated how long it would take and submitted it one day late. This reduced the team's time to review it, and some changes had to be made at the last minute.

After the project, your manager asks you to reflect on what happened and how you can improve next time.



Activity 1- Looking Back – Your Progress

- You will complete a **skills timeline worksheet** where you will have to rate your skills from Week 1 until now.
- Then choose **one skill** you improve the most and explain how did you improve it.
- Discuss with your partner your strength.
- Then in small groups, you will have to decide on the **three key skills** you have improved this term and share them with the rest of the class.



Activity 2: Gallery Walk

- **What you will do:**
- **Move around the room:** Visit each A3 poster. Each poster shows a skill area
- Add your examples/ evidence.
- Write ONE sticky note at each station: “What can you do now that you couldn’t before?”
- **Read others’ ideas:** Look at what your classmates have written



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

Break Time! 😊





Group Discussion

In groups of 3 – 4 discuss the following question:

What does professional behaviour look like in university and in business?

VEVOX



vevox

Goal Setting – Why does it matter?

- Give you direction – You know what to focus on.
- Keep you motivated.
- Help employees and students to improve their performance.

Goal Setting: Which goal is better

Goal A:

- I want to improve my writing.

Goal B:

- I will write one paragraph each week by using the TEEL structure.



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

Your task:

- You now need to complete **Exercise 1** from the goal-setting worksheet.
- Then share your goals with your partner and complete the checklist to check if the goals are well-written.
- Discuss with your partner why you have chosen these goals.

Break time!

See you in 10 minutes 😊



Personal Development Plan (PDP)

- Personal Development Plan is a structured framework for:
- Identifying your strengths and areas for growth
- Setting meaningful short- and long-term goals
- Creating actionable steps to achieve them
- Tracking progress and adapting along the way

"A goal without a plan is just a wish."

Now is your turn to create your PDD plan!

Think about:

- What are you good at?
- What do you need to improve?
- What will you do next?



✓= Now complete your PDP in the worksheet.

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.

Task 3 Explanation

- Choose **ONE** topic:
 - The use of social media to promote businesses
 - Importance of customer service for business success
- Find **ONE** reliable academic source
- Complete the Source Evaluation Template
- Record a 5-minute presentation covering:
 - Your source and why you chose it
 - Your evaluation of its credibility
 - A short reflection on challenges and learning

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

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

- Look at the **Task 3 template** and answer the questions

Homework!

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