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SAMPLE TITLE PAGE

ACS report

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1 Introduction

Reflection is the process of looking back on experiences to gain insight and improve on future learning (Schon, 1983). For University students, reflection is important because it encourages deeper understanding and helps develop affective study habits (Moon, 2004). The purpose of this report is to reflect on what I have learnt during the Academic Skills module. I will be focusing on note taking skills and research skills. These topics are significant because they directly shape how I have engaged with the lecture, understanding and assignments. In the report I will first be discussing about note taking before moving to research skills.

2 Description of Experiences

(~200 words, 2-3 paragraphs)

Note-taking involves writing down or typing key points from lectures, readings, or discussions to help remember and understand material (University of Illinois Chicago, n.d.). During the Academic skills module, I have realized how important note taking is, especially after Task 2. I found it difficult to do the task since I didn't take detailed notes on paraphrasing strategies. I can be more organized and remember more essential information and go back to it later if I get better at taking notes in class. Gaining this skill will help me improve my learning by allowing me to keep with lessons, any class work and assignment.

Research skills involve locating, evaluating, and using information effectively to support academic work (University of Southampton, 2024). Task 2 has made me realise why this skill is important for me. I didn't do enough research on paraphrasing techniques, which made the task challenging for me. Through the module, I learned how planning research using reliable sources, and reading what I find carefully can improve the quality of my work. Developing strong research skills ensure that I can access the right information, understand it and build a foundation for independent learning at university.

3 Personal Reflection

3.1 Evaluation

During the Academic writing& Paragraph writing module, i found that developing my writing skills on both really went well. I learned how to structure a paragraph more clearly and use formal, academic language, which expanded my knowledge and confidence in writing. Summarising texts was another module that worked well for me. By practicing summarising texts in class, i learned how to capture key points of a text effectively, which helped me understand readings better and apply information in my assignments. These modules strengthened my ability to express my ideas and improved my overall engagement.

Regardless of me understanding these modules, i struggled with Task 1, particularly with Harvard referencing. I didn't understand how to format citations correctly, which affected my ability to complete the task confidently. After spending more time revising examples and on how to do it, I gradually improved and could apply referencing accurately. This process taught me that it's okay to struggle at first but with more effort to understand and revision lead to improvement. Overall, the modules highlighted both of my strengths and weaknesses in my learning, showing me that more practice is key to mastering academic skills like summarising and referencing.

3.2 Analysis

I believe my understanding of academic writing and summarising improved through consistent practice and active engagement in class. The University of Sydney (n.d.) emphasizes that developing writing skills is important in university study, helping students understand different types of writing and plan their work. By summarising readings and participating in discussions, I understood content more effectively. Receiving feedback from the teacher helped me identify areas to improve, such as writing structure and clarity. This process improved my academic skills and increased my confidence in applying them to assignments.

I struggled with Harvard referencing in Task 1 because i wasn't familiar with the rules. The University of Leeds (n.d) explains that students often find referencing

difficult because it requires attention to details. At first, i made mistakes with formatting citations. By spending more time revising and practicing the examples from the class, i improved. This taught me that understanding referencing rules and revising properly is important. Overall, it showed me that with practice and revision, i can improve my referencing skills and to avoid similar mistakes in the future.

3.3 Further Actions

To improve my academic performance, i need to develop a range of skills beyond note taking, research, summarising and referencing. Time management is a key skill I still need to improve on, as planning and allocating sufficient time for tasks helps reduce stress and ensures deadlines are met (University of Reading, n.d.). Critical Thinking is another area to focus on, by analysing information carefully and evaluating sources, i can make stronger arguments and improve the quality of my assignments (University of Louisville, n.d.). Additionally, presentation skills are essential, as being able to communicate ideas clearly and express them confidently to peers enhances understanding and engagement (University of Sydney, n.d.).

To develop these skills, i will set realistic schedules, practice analysing and seek opportunities to present, my work in class or online. Reflective practice and seeking feedback from teachers or peers are also effective ways to track my progress and identify areas for improvement. By combining these skills with continued practice in writing, summarising and referencing, i will build a stronger understanding academically and become more confident in handling diverse tasks and challenges.

4 Conclusion

In conclusion, this report has reflected on my learning throughout the Academic skills module, focusing on note taking, research, summarising, academic writing

and Harvard referencing. I evaluated what went well, such as improving paragraph structure and summarising skills, and what was challenging, I have identified areas for improvement and strategies to develop these skills, including revision, feedback, and effective time management. Overall, the module has significantly improved my understanding of academic skills, increased my confidence in applying them and provided a strong understanding for continued growth throughout my university lectures, future assignment and future learning.

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