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**Module Code and Title: LCLMM4001-Academic Skills**

**Task Title: Task 3 Reflective Report 1000 Words**

**Lecturer Name: Akash**

**Introduction:**

Throughout the Academic Skills module I have experienced so much and have developed my skills tremendously and seen that I'm capable of doing so much. Looking back, I am very proud of myself, and I have no regrets of starting this module. This journey has not only helped me develop my skills but has also helped my communications skills, understanding and reading skills too which I am very proud of. I have built a sturdier foundation and can now say that I understand the importance of knowing the module Academic Skills. I would like to thank my teacher Akash, as he really helped me and pushed me to the limits.

**Strengths and Experience:**

One of the strengths I have learned during this module is my strength to analyse key points and memorise them as well as reading quicker. I know this because in task 2 I have successfully managed to reference a quotation from the author (Somdutta Singh, 2023). In this article it shows the importance of time management and how to successfully manage your time throughout your day. This experience has made me understand how time management works and how you should use different strategies such as Action method, Timeboxing, Bullet Journaling and many more. Experiencing this was very crucial to me as I am now using the Action method to get things done through my day-to-day life and feel amazing while doing so. I am getting more things done in one day than I used to in a 3-to-4-day period time which I think is incredible. Another experience I am very proud of is the ability to reference the Harvard way as whole and correctly using quote citations in my tasks which I think is incredible. Reading and Reading strategies was also a brilliant experience where you had the 3-s which are Surveying, Skimming and Scanning to guide you and let you know how to correctly look for words and phrases and to understand the text.

## **Personal Reflection:**

Looking back over the Academic skills module, i have grown so much not just as a student but as a thinker. This module challenged me to confront and complete my academic habits and develop skills that i will carry into future university studies. I also discovered strengths I haven't recognised before and became more aware of areas that need improvement as well as, learned the value of reflection. One strength that stood out this module was my ability to apply research and thinking skills into a structured way. Task 2, which involved academic writing and referencing really highlighted this. In classroom sessions during the assignments, we discussed how to assess the credibility and relevance of information. I found myself increasingly comfortable identifying key points and separating academic sources from informal ones, which ultimately made my submission strong and well supported. Another area where I developed was communication, especially when i was discussing with classmates about why I think the CRAAP method is very effective for managing your time. Another task I was happy with was where were given a topic and I had to produce an academic essay and applying various sources and making a clear structure. The process of receiving feedback was extremely useful. I took responsibility for the negative feedback and credibility for the positive feedback my teacher provided me with. With all of that said i still have work to do and need to improve my time management and verbal participation. During this module i was often leaving prep work until the last minute which created unnecessary stress. Task 2 suffered from this, as I did not have a perfect understanding on how I should correctly structure my writing and how i should insert the citations correctly. I have now learnt how to do this by applying my research skill to find out which has helped me so much. Classroom discussions was also a challenge for me as I couldn't keep up with the things that were said and decided to take short notes of the subject being discussed. I would also like to work on my time Managment as I think I am not the best at managing my time through the day as a student. I regret not contributing as much as I could have as I think this would give me a better understanding and make the work much easier for me. Moving forward I want to be more confident in sharing ideas even though they are still forming. This module not only has it taught me skills but also gave me a better understanding of how can use all the tools and techniques to your advantage and make it very easy for yourself. I have started to apply these tools in other modules where I know ask better questions, read more critically and structure my work with purpose. Personally, i feel more equipped and motivated and i feel like this module has laid the foundation for becoming a more independent, resilient strong-minded learner.

**Conclusion:**

In conclusion, these skills referencing, time management and information handling and many more has shaped how I approach academic work. It has also given me a better understanding and all the tools that i need for my future career. As i continue through university, I aim to keep building on these foundations and remain reflective about how I grow. I also aim to be more on point, manage my time and be more engaging with all the work given to me.