

Reflective Report

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The "Business Skills for the Workplace" module has impacted my academic skills. Learning the course has come with its benefits regarding multiple concepts I was unaware of and others I needed to gain more knowledge of to succeed in academic writing. There are many insights I have gained regarding business practices, and improved my ability to paraphrase, conduct research, and summarize data to get the ideal information. These skills are critical in academic writing; with them, the chances of excelling are high. Reflection is a vital learning part, especially in business-related courses, since it helps gain a perspective on strengths, progress, improvement areas, and the impacts of the module. It makes it easier to determine how far ahead or behind one is regarding academic writing prowess. The reflective process is essential because it helps me realize the impact of my academic journey and the exponential growth of my skills.

Academic skills are essential for learning. All modules require academic skills, which help develop them in multiple ways. There have been many engagements, including lectures, group work, and class activities, that have boosted my confidence and self-esteem. They also helped me with time management, an essential academic skill transferable to the workplace. Besides, I have advanced my critical thinking and organization, which have propelled my performance, and I can utilize the skills beyond the classroom. These academic skills are invaluable, and they have helped me manage my coursework and handle assignments and tests with effectiveness and efficiency. I have encountered diverse business-related case studies and concepts that have portrayed the essence of structuring and systematic planning while handling academic assignments and tests.

Through the module, I have gained academic skills that aid in developing well-structured arguments and supporting them with credible evidence. Having strong scholarly arguments is vital in academics and has dramatically impacted my performance so far. Besides, there is a strong insistence on clarity and conciseness which I have learned in the module and has helped me to communicate complex concepts regarding business. I have learned to utilize academic language and uphold academic conventions, which has improved my work to be more scholarly

and professional (Bailey, 2014). I have learned many things regarding academic writing that I only had shallow knowledge about, but the module has positively impacted my academic skills.

Research skills are essential in learning and all aspects of life. Learning about research skills, how to apply them, and their effectiveness in academics is vital. The module has contributed significantly to my research skills since I have engaged in several activities that require research. I have learned to differentiate scholarly and professional works from basic research, which is impactful in class and beyond. I have engaged in many research tasks, especially regarding business, which has helped me determine where to obtain credible sources, how to ascertain their applicability, obtain the necessary information that relates to my task, and critically evaluate the information to determine its value (Pauk & Owens, 2013). I have learned to have strategies to conduct research and gather extensive data to derive information. I have also learned to recognize research gaps and some researchers' shortcomings, which has positively impacted my research skills.

Moreover, I have encountered multiple research methodologies and data analysis techniques that have come in handy and will be applicable in other academic modules and the workplace. By researching real-time business cases and upcoming issues, I have improved my ability to synthesize information from multiple scholarly resources. Due to the exposure, I can do research projects with high discernment and confidence, ensuring that I support my academic work with substantial credible sources (Johnson, 2021). I can collect facts from research and obtain conclusive information that applies to a particular topic or address a research gap. The research skills have come in handy through my academic progress and will have more positive impacts in the long run.

Additionally, I have learned to paraphrase, which is an essential academic skill. As a student, it is vital to know how to paraphrase and in what instances to utilize the skill and still give the work the best results. While writing academic papers, rephrasing information from its original wording and still the initial meaning is vital. Many students need help paraphrasing and often end up with plagiarism issues because they lack paraphrasing skills. The module has helped me learn more about paraphrasing, and I can write academic papers using multiple resources without plagiarizing.

I have handled some exercises, engaged with other students, and obtained feedback from instructors regarding my paraphrasing skills which have impacted me positively. I have managed to seamlessly integrate ideas from multiple scholarly sources through my paraphrasing skills (Hirvela & Du, 2013). Also, I can cite multiple works and reference them without jeopardizing my chances of excelling by plagiarizing. My paraphrasing skills have helped me write academic papers comprehensively and offer an all-around perspective that tutors look for in academic writing. Paraphrasing skills will come in handy in other classes and even in the workplace when the need arises. Thus, the module has positively impacted my paraphrasing skills, making me a better writer.

The class majorly contributed to developing my summarizing skills as well. Businesses often have lots of context that needs condensing to get to the root of an issue or obtain a solution. When handling business concerns, the case can be lengthy, with lots of information that only contributes a little to the issue. Learning to summarize a case and getting all the vital points is essential to ensure that what needs addressing is addressed immediately. The ability to condense lots of information into a concise summary that every person can resonate with is vital and necessary in business (Bean & Melzer, 2021). Many business people highly value summarizing skills, and learning and practicing them in this module has been impactful.

I have analyzed business reports and case studies regarding multiple businesses with different concerns. The tasks have helped me take note of the key points, summarize them and retain their meaning, and ensure they are clear and coherent for everyone to understand and address with ease (Bailey, 2014). Summarizing has been helpful in my academic writing, especially when writing papers with specific word counts. I have learned to avoid jargon and eliminate any information that is not valuable. Besides, I can utilize the skill when conducting research since I may need to summarize an entire scholarly source into a page and ensure I have not missed any vital point. I can efficiently extract crucial information from multiple sources and summarize each to align and create meaning for the task at hand. The ability to summarize has improved my academic writing quality, portraying my content comprehension and offering an ideal resource for those interested in the topic.

The module has impacted my academic journey by impacting my academic skills. There has been extensive emphasis on critical thinking, paraphrasing, research, and summarizing skills that are highly essential in academic writing. I have obtained vital tools that will influence my academic pursuits positively. These skills have boosted my confidence in handling my academic writing, and I am more at ease when writing them. The impact of my academic skills has been evident through my performance, and I will keep practicing them to ensure I get the best from them. I handle my coursework easily since I can manage time and ensure I deliver what is expected quickly and with a scholarly and professional tone. Besides, I can cite and reference sources to support my work which is essential for success (Graff et al., 2014). I conduct research rigorously, and my work meets academic standards, especially regarding integrity and clarity, which are vital in academic writing. The class has improved my critical and analytical prowess through these skills, and I can apply them in other academic pursuits and the workplace.

Engaging in writing the reflective report has helped me gain a perspective on the benefits of the module and the impacts it has had on my academic skills. I still have to practice the skills to get better at them beyond the class, which is necessary to get better. I have obtained in-depth insights into my academic progress, which is positive and promising, giving me confidence that I can excel. I have recognized the areas I need to work on, like research which needs consistent practice to ensure I stay up to date with the methodologies and data analysis techniques. Besides, I have to practice the different formatting methods to ensure I can apply them effectively and efficiently in academic writing. Besides, I now appreciate the value of progressive growth, which I have experienced in this class. Getting to engage with my peers and tutors and obtaining feedback on my skills has impacted my growth positively. Incorporating the lessons from this class into my academic pursuits will help me better prepare for the challenges I may encounter in the future and be more confident in my abilities as a student and a future business professional.

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