



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

Academic Skills (ACS)

Task 3

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

09/04/2026



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Task 3: Rules Next Week

- The task is done under strict exam conditions.
- The task is ONE HOUR and FORTY minutes
- The task is written by hand
- You can leave earlier if you finish, however **you cannot leave in the first 10 minutes OR the final 10 minutes** (too distracting for other students)
- IF YOU ARE LATE and the task has started, you will NOT be allowed to enter and will miss the opportunity to take the task
- **No attempts to communicate with other students, either verbally or in writing; 1 warning only, 2nd time - disqualification (0 marks for the task and you need to leave the room)**
- Absolutely no attempts to use the phone or to photograph any parts of the task - instant disqualification (0 marks + leave the room)
- If you have a question, you can raise your hand and the lecturer can come to you to explain (if possible).
- Phones/bags must be left at the front of the room so that you can easily leave when you are finished and without disturbing other students.
- This task requires a Gibbs Reflection (more details on next slide)
- **There are no multiple choice or short answer questions on this task.**

Task 3

- The purpose of this task is to show how well you can reflect on your learning during the Academic Skills module.
- You will be given a template to help structure your reflection. The template follows a reflective model and includes prompts to guide your thinking and writing.
- You will also receive a handout with excerpts from three texts that you have studied in class.
- You should use ideas from these texts in your reflection to support your points. You will also need to include references for the texts you use.
- You have seen these texts in full as Key Texts in Independent Study and in class

Task 3

- Your reflection should focus on your personal learning journey, including:
 - strengths
 - areas for improvement
 - the impact of the Academic Skills module on your academic and personal development.
- You should refer to specific experiences such as:
 - Task 1 and Task 2
 - Class activities and discussions (e.g., topics covered in class such as referencing and paraphrasing)
 - Feedback received
 - Skills you have developed

Suggestions

- Choose 2-3 skills to reflect fully on, don't try and cover **EVERYTHING** you have learned on the module
- Include Task 1 and 2 in your reflection! How did either feel when you were doing them? You can choose to discuss the parts that match your chosen skills
- Use specific examples from class activities and Independent Study to support your points
- Read the 3 key texts before you sit the Task. Even though you will only have parts of them, it is good to familiarise yourself with them
- Consider Gibbs' Reflective Cycle and the stages
- Don't try and answer **ALL** the questions asked on the task-choose the ones which are most helpful to **YOU**

Task 3: Where do Students Go Wrong?

- When students write about their **WHOLE** university first term experience **NOT** specifically about the Academic Skills module.
- We are **not** asking you about work/life balance, juggling family, personal life situations, the Digital Skills module.
- We are asking you **specifically about Academic Skills LCLM4001** and how you have developed in **THIS** module.
- Students are very general or vague (e.g. "we did some activities in class" "I liked the paraphrasing activity" "Writing paragraphs was difficult" "To improve, I will practise writing.") and don't include enough detail (e.g. **WHICH** activities did you do in class? **WHICH** paraphrasing activity? **WHAT** was difficult? **HOW** will you practise writing?)
- Students include too much information in Description and/or Feelings, and do not include enough in Evaluation/Analysis/Conclusion/Action Plan. The later stages are very important as this is where most of the reflection (aka what you are marked on!) happens
- Students do not include citations from the excerpts or full references in the references section and lose 5 points automatically.

Suggestions

- **Review class notes and look at the activities you have participated in since Week 1!**
- Think about each week and how you felt at the end of each lesson. Write some thoughts down for each week: how did you feel? What challenged you? What made you proud of yourself? Why? What did you walk away wanting to learn more about?
- Think about your feelings right after Task 1 and 2 and write these feelings and thoughts down. How did you feel immediately after? What went well? What went wrong? Why do you think so?
- Review Gibbs and Reflection (Week 8 materials)
- Do the Independent Study for Week 8

Skills to Reflect On in Task 3

- Note Taking
- Academic Writing: Style
- Academic Writing: Structure (TEEL), Cohesion and Coherence
- Paraphrasing
- Research Skills
- Referencing
- Time Management (NOTE: If you choose Time Management, please make sure that your reflection is focused on time management WITHIN the Academic Skills module! Do not bring too much of your personal life into Task 3.)
- Academic Reflection