

Module Title: Academic Skills

Module Code: LCLM 4001

Task 3 - Reflective report

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1. Introduction

Academic skills can be defined as the collection of habits, strategies and abilities that assist learners in succeeding in their educational background. These skills include different components of learning, comprising effective communication, critical thinking, time management, and research (Burns and Sinfield, 2022). The major purpose of the task will be to reflect on the experiences gained during the academic skills module. One of the major significances of gaining experience in academic skills is that it will equip learners with important skills for academic growth. There will be a major discussion about the strengths and the areas for improvement, such as procrastination, seeking feedback and others.

2. Description of Experiences

My team members and I were engaged in a task where our task was to complete an academic skills quiz during the class. 45 minutes were given to us to complete the academic skill quiz, and it was important to complete the quiz within the given time; otherwise, it could have led to failure in Task 1. Academic skills quizzes generally evaluate knowledge regarding academic writing style, note taking, time management methods, evaluating, finding, referencing skills and academic misconduct (Li and Mak, 2022). I identified that there were multiple-choice questions along with questions requiring two-word responses, and we were required to provide a reference for the sources from the components given. After the completion of the Academy skills quiz, we were asked to complete an application of academic skills activity during class time. 90 minutes were given to complete the task, and it was compulsory to complete it within the allotted time. The activity mainly evaluates a person's capability of taking notes from text, writing a paragraph, and paraphrasing particular sentences with academic conventions (Bailey, 2024). One of the major classroom events that had a significant impact on me was the task of completing the application of academic skills activity, because I had no idea about the process of completing the task.

3. Analysis and Personal Reflection

I can identify that there were a number of things during the academic skills quiz which went well, whereas some things did go so poorly. One of the major things that went well was that we were able to identify those areas where my team members and I performed well. Around 45 minutes were given to complete task 1; however, I and my team members excelled on the questions on a specific subject and also demonstrated mastery of time management skills. I had developed and improved my time management skills since 1 year, which assisted me in illustrating excellent time management aptitude, and I was able to finish all parts of the quiz within the given time. I also identified that the quizzes require application of proper technique or formula to solve quickly; however, I and my team members used a problem-solving strategy to solve questions. From my point of view, it was challenging for me to manage focus and time; however, I tried to stay peaceful under stress. These are all significant aptitudes that can contribute to victory in prospective evaluations. But one of the things

that did not go well was evaluating mistakes in problem solving, as I noted that I made careless mistakes because of integrating queries.

Another major thing that did not go well was not considering external factors, as a shortage of concentration impacted my performance because I made some mistakes that I was not supposed to make. I also argued with some team members, which even led to conflicts between us. However, I identified these factors, which allowed me to determine them with approaches such as stress management techniques. I can also explain the experience during the academic skill quiz and activity, which will be useful in revealing weaknesses and strengths in domains such as paraphrasing and others. It is essential to know that quizzes and activities related to academic skills help students identify areas of improvement and direct them in devising effective learning approaches (Zimmerman *et al.*, 2023). I also got feedback from my instructor and team members, and considering that feedback has given me significant wisdom into areas of solidity and areas for improvement.

Experiences such as actively partaking in team activities, showcasing academic skills and being involved in critical evaluation of academic quizzes significantly improve knowledge within the academic skill module. I have acknowledged that these activities cultivate important skills such as time management, effective communication and critical thinking, which eventually contribute to a more thorough grasp of scholarly practices and concepts. I have also been able to develop influential note-taking approaches during the academic skill activity and quiz by collecting information.

I have also identified some major strengths during the completion of the module on academic skills. Effective note-taking, substantial time management, and better research skills, along with clear writing and the capability of understanding critical concepts, are the major strengths. I can also state that self-assessment is one of the major areas for improvement for me, where I am required to recognise areas where I have struggled. I am also required to overcome procrastination, as it will boost my conviction in public speaking.

The academic skills module has significantly impacted my personal growth by improving different abilities, which can be seen as time management, effective communication and critical thinking skills. The module has also facilitated a growth perception in me by highlighting that capabilities can be designed through hard work and dedication. It has also led to a more favourable perception towards problems and an excellent willingness to adopt learning opportunities. Effective communication skills

have also resulted in concise and clear communication in an academic context (Rahman and Akter, 2023).

4. Conclusion

The task has been focused on reflecting on the topic of academic skills, where it has discussed the experiences gained during the Academy skills quizzes and activities. There has been a major discussion about how the learner completed the team activity and formed a connection with them. It has been found that the learner has faced numerous challenges; however, effective time management skills have assisted in completing the task within the allocated time. It can be concluded that focusing on the areas where improvement is required can be helpful for professional and personal growth, which can be improved by developing academic skills.

Reference List

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