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ACS report

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1 Introduction

This is a report about what I have learned in academic skills and how I am planning to get better in my term that I have studied between February 2025 and April 2025. I will analyse my module skills and how they are going to be very helpful in my term 2, what I will use in it and how I am going to improve. So, I will reflect about what I have done in class and what skills I liked. Time managing, referencing and summarise helped me in my term 1 and how they are going to help me in the rest of my future academic years.

2 Description of Experiences

Time management skills are something that we have learned in over week 1 and I will use in all terms. In class we have learned about: pomodoro technique which is created by France Cirillo (1980) an academic from Italy, he saying that the human brain can concentrate better if you take a 5 minute brake after 25 minutes of maximum focus only for 4 times. So, your brain will memorize all the information faster than usually. I started to use this technique for Task 1 and Task 2 to improve my learning.

In week 3 we learned about referencing skills something that I will need in my future to prove I got all the information. I have learned that there are 2 types of referencing that go together, citing which is in text citation referencing that's where you bring your experts in the field and full reference which is at the end of work where you have to give all the facts about your information for example the writer, the date, the place and publisher. Thous information are important to avoid plagiarism, "It helps to make clear to the reader how you have used the work of others to develop your own ideas and arguments." (Newcastle University n.d.).

In week 6 I have learned about summarizing skills, basically condensing a text by using same meaning but using different words. For this skill you need to be good in finding the best synonyms for the words and keep the same meaning just in shorter way as mindtools(n.d.) saying summarizing and paraphrasing economize every one's time and raise the understanding up to everybody.

In the first week we presented our self and said few interesting things about us and then we started to see the time managements which helped us to improve our studying in the first term by training to divide your time in pieces between personal life and student life. Skills such as Eisenhower matrix and then pomodoro technique one which helped us to study at home for our tasks 1 and 2.

Then in week 3 we have learned how to apply references and in which stiles to write them and miss Grewal showed us few examples of references list and we had to choose which of them is journal, book or web. In week

6 we have learned about summarising and miss Grewal gave as a text on the board and we had to put the text in different sizes with same meaning.

3.1 Evaluation

I liked the environment of the class that everyone was open to conversation and they could say few jokes, I myself joked with everyone and the teacher. The teaching style of miss Grewal that makes you feel like in an advanced movie, she tells stories and it makes everyone comfortable. It is easy to remember more complicated words when we joke about it.

I did not like the food from the canteen it was expensive and very low quality and quantity. As a student we need better food because we need to be healthy as we can by our nutrition we don't have time to do any other activities such as football ,gym or any other sports.

3.2 Analysis

Personally, I need to improve my grammar and writing style, because I make many mistakes when writing. I will try to write more often so it can improve and will ask for help. Also I will learn more about academic writing for my next report.

I used the Pomodoro technique (Francesco Cirillo 1980) to learn for my last test and will use it in next term. I will try other time management techniques to see which one I like better. Also I like to summarize, because it makes it easy to give information forward ,it reminds me when we were in class and a friend said condensed milk instead of condensing.

4 Conclusion

This report is about what I learned in class in this term and how I felt about experience during this time. It is not easy, but I like challenges and I know I can do it. I will improve my skills for my next term. I will find more about where I need to improve after I get my results from the exams and work on it.

5 References

Entrepreneur Handbook (2021) *7 Proven Time Management Tips for busy managers* . Available at : [7 proven time management tips for busy office managers](#) (accessed 27 april 2025)

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