

Academic Skills Reflective Report

Module: LCLM4001 - Academic Skills

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1. Introduction

In this topic the main purpose of is to reflect and outline my key experiences in learning the Academic Skills module, which has several key topics. I will have a look at how specific activities involving tasks 1(Academic skills) & task 2(Application of task skills exercise) were covered as well as the test from each task and look report in detail the classroom discussions, team work activities and outline the significance of how these activities have impacted my course learning journey for the entire first semester.

2. Description of Experiences

The main activities of this module are outlined below

Task 1: Academic Skills Quiz

This module we were being tested on first major activity was the test to determine if we understood the strategies and understand why time management is crucial for students, different ways of note taking, referencing (academic writing) and the importance of plagiarism and how it can be avoided, ways of online researching credible resources. Bein the first time in a long time to do an exam, I realised that it was performed under exam conditions, with timers and without any access to electronic gadgets and was strictly independent, no consulting or talking to your fellow student.

Task 2: Application of Academic Skills Exercise

In this session, it was mainly about taking notes and paraphrasing them into your own words, I found this a little more challenging because it needed one to first have a deep understanding of the topic and content and have to internalise it then write it in your own words. Different ways of paraphrasing were also covered This involved writing a short text or sentences and rewording them using certain techniques, all in all eventually after some practice it became much easier

There were team discussions and activities which included group discussions on several strategies, we covered critical thinking and several ways of referencing as well as acknowledge the source correctly , we had different exercises where worked on groups and one person was required to report on behalf of the team, which I found to be very useful in enhancing understanding

3. Analysis and Personal Reflection

Strengths

The main strengths from this module were the understanding of how critical time management was and was able to reorganise the way I did things ensuring I prioritise, in fact I started using the Eisenhower matrix method of time management and my time, focus and balance improved tremendously. As noted by Covey, S.R. (2004) in his book *The seven habits of highly effective people*

Another thing that went well was the note taking, I realised taking notes using a computer when lecturer was speaking is not productive as I would pay more attention on typing. therefore, was able to switch to the Cornell note taking method which proved very useful ahead of any test.

Although I had a few initial challenges with paraphrasing and could not understand how I would read a text and translate it into my own words but eventually was able to understand the most important thing was to first take time and understand /internalise the text as well as look up meaning of words that one does not understand, so instead of being frustrated with this particular topic I was able to go past the not so good experience and turn it into a good one.

Another key good experience was that the Lecturer kept engaging us and kept the discussions very lively and kept asking questions and our opinion, this part I really enjoyed, the fact he also gave us short breaks frequently improved my concentration skills.

Areas for Improvement

To be the main hurdle for me was, referencing, particularly in the Harvard style difficult, and am still working on it.

Personal Growth

In terms of my personal growth, I feel I have greatly grown in terms of writing academically, research of online resources and note taking.

The time management strategy has led me to become a better all rounded person and am now able to balance my life as a student, as a parent and as a working entrepreneur. Unless you learn some of these strategies it's very difficult to figure things out and finally you get frustrated and think of quitting the course. The value of self-reflection found it to be very useful in assessing what my strengths and weaknesses are and once this is identified one can make amendments on critical areas. The importance of reflection is key in learning and personal growth "Reflection is the bridge between experience and learning" (Boud, Keogh, Walker, 1985)

The fact that I was doing activities and discussions with my classmates, and this made us bond through the course work, this generally made me feel good about myself and the future knowing we can achieve much together academically.

4. Conclusion

The Academic Skills module has been a great and transformative experience so far and hopefully in the journey ahead.

I look forward to continue using my time in a very productive manner since this is fundamental if I will progress to undergraduate level and I hope the skills I have acquired from this module will be very useful in my career ahead, things like academic writing, note taking , referencing and the ability to self-reflect not only in academics but also in my business and home life is a very important aspect which leads to better decision making and priority/ focus on where the strengths are.

In conclusion I am very satisfied that I selected the right course which aligns perfectly with my business goals.

5. References

- (Boud, Keogh, Walker,1985)
- Covey,S.R.(2004)