

Reflective Report:
Academic Skills Module

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Academic Skills (LCLM4001_LON)

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Introduction

The purpose of this task is to analyse my learning experience throughout the Academic Skills module. I will discuss key aspects such as note-taking, time management, academic writing style, and paraphrasing.

Personally, I feel that this module has significantly improved my ability to support my ideas with reliable academic sources, use academic language with confidence, and manage my time more efficiently to complete tasks. These skills have not only improved my academic performance but have also contributed to my personal growth. I will reflect on my strengths, areas for improvement, and how I applied these skills in real-life situations during classes and in my independent study time.

Description of Experiences

Throughout the module, I participated in various activities that helped me understand academic skills.

In Task 1, the academic skills quiz tested our knowledge of note-taking strategies, time management techniques, referencing, and academic writing style. This task emphasized the importance of crediting authors and using credible sources to support ideas, as well as the need to avoid personal opinions in academic work by supporting arguments with evidence (The University of Melbourne, 2024)³. Our lecturer, Samuel D'Elia, always helped us with in-class activities where we could practice and ask questions.

In Task 2, the application of academic skills exercise involved taking diagrammatic notes of a short text and writing a paragraph using them, as well as paraphrasing other sentences. This task challenged me to apply theoretical knowledge in a practical way. I found note-taking easy, but I was struggled with structuring the paragraph and especially with paraphrasing, as it requires rephrasing ideas while maintaining their original meaning—a skill that is particularly challenging for non-native English speakers (University of Technology Sydney, 2022)⁴.

The class discussions highlighted the importance of academic language and critical thinking. A memorable experience was applying these skills during a class with Samuel D'Elia, where we created a text from brief main notes. Subsequently, I used these skills during an HR meeting with my department head, acting as a translator and note-taker. The lessons from the module demonstrated that I can effectively use the academic language in my profession.

Analysis and Personal Reflection

Reflecting on my experiences during this module, I have been able to recognise my strengths and areas for improvement. By the end of the module, I developed strengths such as my ability to take notes effectively and manage time efficiently. Before this module, I often struggled to organise information during classes or meetings. However, learning techniques like summarising key points and prioritising tasks—such as the Eisenhower Matrix and Time Blocking—has significantly improved my productivity (JETIR, 2023)². I became aware of my improvement during Task 2, when I easily took notes with essential information from a text.

Another strength is my understanding of academic writing conventions. The module taught me how to use formal language appropriately and structure paragraphs logically. For example, I learned that supporting arguments with credible sources increases their validity and demonstrates critical thinking (The University of Melbourne, 2024)³.

However, paraphrasing is still an area for improvement. While I understand its importance in avoiding plagiarism and demonstrating understanding, I often find it difficult to rewrite ideas without altering their meaning or losing clarity. Task 2 highlighted this difficulty, as I struggled to paraphrase effectively within the time limit. To address this weakness, I plan to practice paraphrasing regularly, summarizing articles or texts in my own words (University of Technology Sydney, 2022)⁴. The knowledge gained in this module has had a profound impact on my academic and professional development.

Furthermore, the emphasis on bibliographic referencing has changed the way I approach research. Before this module, I often relied on general websites or informal sources for information. Now, I prioritize peer-reviewed journals and credible publications to ensure the accuracy and reliability of my work (Murdoch University, 2023)⁵. This change has not only improved the quality of my work but has also strengthened my critical thinking skills.

Overall, the Academic Skills module has been important in becoming a more organized and confident student. By identifying strengths such as note-taking and time management, and recognizing areas for improvement such as paraphrasing, I have developed a clear plan for personal growth. The practical application of these skills in the professional field further demonstrates their value beyond academic work.

Conclusion

In conclusion, the Academic Skills module has been crucial for enhancing my personal and academic development. Through class activities and quizzes, I have gained valuable knowledge on referencing techniques, formal writing styles, note-taking strategies, and time

management skills. While paraphrasing remains an area for improvement, regular practice will help me overcome this challenge (University of Technology Sydney, 2022)⁴.

The ability to apply these skills in real-life situations highlights their importance beyond the academic context. In summary, this module has provided me with essential tools for success as a student and professional.

References

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