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Introduction;

According to Cottrell, S (2008, p.55), to be reflective is having the ability to think carefully on your own experience and to analyse and evaluate your own performance whilst gaining knowledge from it.

The purpose of this report is to outline the fundamental part of my journey in academic skills.

1. Throughout my academic skills course I have developed in **academic writing**, this formal and structured way of writing a report is fundamental in my development in higher education business studies.
2. I have also learnt about **critical thinking**, according to Glaser (1941) critical thinking is a way of continuously examining a belief or a supposed type of knowledge in the light of the evidence that supports it and the further conclusions to which it tends. Critical thinking involves examining the information and evaluating the facts and reaching a conclusion.
3. I have also learned about the fundamental importance of **time management**. The significance of time management and setting realistic goals to both balance my time whilst effectively completing assignments and deadlines on time.

2. Academic Skills;

Critical thinking studies is an important part of business studies; it establishes deeper understanding of a situation, better decision making, and as a result a better outcome that may evolve during business.

As a group exercise and activity for critical thinking, we were asked to determine whether several questions relating to Koala bears was a fact, an opinion or a wrong answer. As a group, many of us presumed a koala bear was related to a bear species which in fact they're marsupials and are more closely related to Kangaroos and carry their young in a pouch, therefore the correct answer would be wrong, because the Koala's are not part of the bear family.

Dewey (1910), et al. concludes, critical thinking is having sound judgement, reflective thinking that is focused on deciding what to believe or do.

Time management is essential for improved efficiency and enhance productivity in the business sector. Good time management in the business sector involves prioritising jobs to be completed first, delegating

responsibilities, planning and setting clear goals, evaluating and reviewing what is feasible because effective time keeping can increase efficiency and alleviate stress.

As a group exercise we were positioned in groups of three's and were discussing how we manage our time more efficiently, and in addition what plans are put in place as a strategy for good time management. In my group we commented that making study time a priority was sometimes overshadowed by other commitments outside of university, mainly work, this can sometimes disrupt study times.

The Eisenhower Matrix is considered a great way of organising and prioritising tasks. The matrix task management tool divides urgent and non-urgent duties and responsibilities into four sections; this strategy identifies urgent from non-urgent tasks in each section.

3. Personal Reflection;

At the beginning of my academic skills module, I had a clear goal to enhance my learning experience and improve and deliver my essay/report writing on time. As a group, we have had many discussions and group activities where we have shared our ideas and thoughts and supported each other during class activities. I will be taking away invaluable, significant information with me for my onward journey in business studies.

3.1. Evaluation;

Referencing reports in Harvard style was slightly challenging because of the way it is presented in various formats. Careful reflection and referring to the class presentation briefings has helped me with the citations.

Researching and paraphrasing reports is slightly stressful. Researching the author's ideas and opinions and paraphrasing it to your own work without fully copying or completely changing the authors ideas and opinions has proved slightly challenging and time consuming.

Task one quiz in class went exceptionally well for me as a result I achieved a relatively high mark. My group discussion and activities also went exceptionally

well; we have all contributed to class discussions and supported each other in class activities.

3.2 Analysis;

Revision in academic skills is one of the key elements to achieve good results. Reviewing along with revision before an examination or quiz is essential to achieving higher marks. Revising before a test or examination makes for better results and clearer understanding, as a result the answers to a quiz could flow more easily, allowing more effective writing.

Murray (1981) claims, revision is central to the written process. During my academic skills task two exercise, I suspect I could have achieved higher marks if I had revised more than I had.

Paraphrasing and researching authors opinions and ideas for a report writing, can be at times challenging and time consuming, allowing myself extra time to do the research and taking down notes essentially could improve the quality of my work and could increase my marks.

Chuong (2017) says to reading a passage or text repetitively to fully comprehend what the passage is telling you.

I have concluded that I can produce higher marks and achieve my goals in academic skills module by being attentive and adaptable during class sessions.

4. Conclusion

Being attentive during class sessions, writing down notes, listening closely to the class lecturer and taking part in group activities can enhance my learning experience and as a result produce quality work.

References;

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