

Task 3-Reflective Report

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Group 1

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Introduction

This report examines the lessons I learnt during the Academic Skills module, which served as a cornerstone for my academic growth. Through the academic skill quiz and application of academic skills exercise, which focused on paraphrasing, taking notes from texts, and writing paragraphs, the module deepened my understanding of critical information use, academic writing, time management, and referencing. Academic norms and standards were clearer to me through class discussions, workshops, and feedback. This reflection examines significant learning situations, acquired strengths, obstacles encountered, and how these events affected my academic and personal development.

Description of Experiences

I learnt about a variety of fundamental academic talents via the academic skill quiz. This involved developing better time management skills, taking organised notes, recognizing and assessing trustworthy sources, and comprehending academic writing style. Additionally, I gained knowledge about academic dishonesty and referencing, which increased my awareness of appropriate source usage and crediting. We examined plagiarism case studies in one workshop, which gave the subject a lot more current and authentic feel. In particular, the referencing exercise where we fixed inaccurate citations was beneficial.

I had to paraphrase individual sentences, produce a paragraph that adhered to academic traditions, and take notes from a brief academic material as part of the application of academic skills exercise. I initially thought paraphrasing would be challenging because I didn't want to alter the original text's meaning. Peer review and classroom practice, however, enabled me to get better. The assignment also reaffirmed how crucial it is to take precise notes and write clearly. I was able to observe a clear link between theory and practice in both assignments. I became more comfortable handling academic materials as a result of these experiences, and they also helped me get ready for writing longer tasks in upcoming modules.

Analysis and Personal Reflection

Looking back on the module, I can see clear opportunities for growth and development. The academic skill quiz taught me various new skills, many of which I had never formally learnt before. I used to misjudge how long tasks would take, which made time management a challenge for me. I became more structured after learning and using simple tools such as to-do lists and prioritising tactics. For example, I used a weekly planner to split my workload and allow time for editing and reflection before deadlines. This modification reduced my stress and increased my work quality. I also improved my ability to take notes. The Cornell technique, which was discussed in class, helped me better manage lecture content and reading resources. I now employ this strategy on a regular basis, which has improved the efficiency of my studies. I also gained confidence in locating and analyzing academic sources, particularly after learning how to analyze authority, relevance, and bias in texts.

Paraphrasing was a huge issue in my second work, which involved the application of academic skills. I was often confused how much to adjust or if I was affecting the original meaning. Our in-class tasks, where we worked together to rework sample sentences, were quite beneficial. I discovered that paraphrasing is more than just modifying words; it is about grasping the original idea and presenting it in my own voice. This skill was essential when drafting the final paragraph for my second task. I also became more confident in academic writing patterns including topic sentences, formal tone, and logical flow.

Class participation continues to be a challenge for me. While I often comprehend the material, I am hesitant to speak up or ask questions. I know that participating more in debates will help me improve my communication skills and increase my understanding. I intend to combat this by preparing additional questions ahead of time and reminding myself that sharing ideas is an important aspect of learning.

Another useful experience was learning about academic misconduct. Prior to this program, I wasn't completely aware of the gravity of unintended copying. Now I understand how to correctly cite sources, paraphrase, and retain academic integrity. I use citation tools and always double-check my work, particularly when summarizing or paraphrasing.

All things considered, this module has made me a more self-reflective and autonomous learner. My writing, research, and self-management abilities have improved. I now go into tasks knowing exactly what is expected of me and how to satisfy those expectations. I feel more capable of handling the academic setting and am better prepared for upcoming assignments.

Conclusion

The Academic Skills program had a significant impact on both my academic and personal development. Practical tasks such as summarising, paraphrasing, and structured writing provided me with valuable tools for success in further study. I improved my time management, note-taking, and referencing skills while also being more aware of areas for improvement, such as participation. These experiences not only improved my academic ability, but also helped me become a more responsible, organised, and confident student. I now feel better prepared for the challenges ahead and more capable of meeting my academic objectives.

Reference

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