

Academic Skills, Reflective Report.

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LECTURE NAME: SUKHPREET GREWAL

MODULE NAME/ MODULE CODE: LCLM4001 ACADEMIC
SKILLS

ASIGNACION TITLE: REFLECTIVE REPORT

DATE: 21/08/2025 **TIME:** 10:00AM

1. Introduction

I started this course that it is a new opportunity to learn different skills that will help me in my future career. During the lessons I learn and have different experiences that make me improve my knowledge about different skills and topics that help to learn and process new information that I was not available to learn without help. I was learning during this module about different skills such as time management, note-taking, research skills, and academic writing, also some topics such as understanding assignments, paraphrasing, Harvard referencing and others.

2. Description of Experiences

The journal of learning during this module was really enjoyable and easy to follow the teacher explanation that it is the most important part of the learning process for me because I learn more effectively when the explanation and the materials that the professor explain during the classes are relative to the information that is given in the class sources because I can retain a big amount of information and remember it for it is relative to an experience that I am enjoying, also can take my own notes that help to summarise and process the information that I receive during the lessons.

One experience that I had during the lesson was when the teacher was talking about the time management and the different methods and techniques that students can use to balance the student and personal life avoiding delays and stress that are more of the frequent problems that students have during their student journey. Other experiences that I can remember were the different lessons about note-taking and Harvard referencing, those are two topics that I will be using frequently during my assignments and class work because one will help to have a record about the information that I can consider important or can help in the future and the other will help to avoid plagiarising that is an academic misconduct that will affect my academic record, furthermore I will use once I start to work because this will help to reference others' work that I use in my works avoiding plagiarising intellectual property.

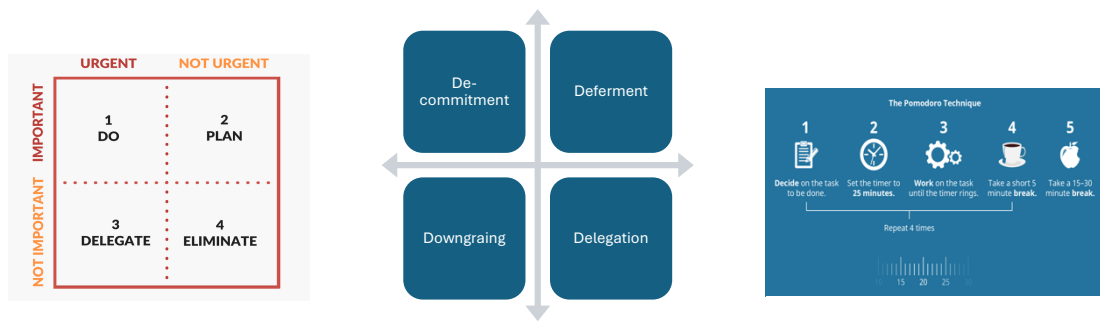
The experiences that I accumulate in those classes' lessons help improve the information that I already know about some of the topics that we discuss in class or new information that this module includes that with the teacher's explanations and sources that the university provides make me feel confident to use it in the class quiz and task on the weeks 5 and 7, also the

revisions that we have before those was useful to remember key information that we have in the classes and it was difficult to remember.

Finally one of the challenges that I have in this module and I will have in the futures modules is that my first languages is not English it is Spanish and I constantly need to translate in my mind or using translation tools some of the information and words that the teacher said and I do not the correct form to write it or do not the meaning of this word because it is new one for me, or I need to write some words that I forgot the correct form write it, but the biggest challenge for me is speak in class because I do not feel confident with my pronunciation and some words are hard for me say it correct. Furthermore, I tend to use a mixed of Spanish and English in my notes because in this way is more essay to me remember important information that I considered relevant about the topic or I do not have the work in English that I want to write as a replace of the work that are include in the sources or the teacher say.

3. Academic Skills

In this module I was learning about different skills that are important in the student journal, and I will be writing about the first 2 weeks of classes and overview of the rest of the weeks. The first week, we were learning about Time Management that according to Cottell (2019) is how much time students spend and how well they use the time. In the class lesson we were talk about how student need to balance the time studding and in their personal life because it is essential to avoid procrastination that is the action of delaying and postponing something, also we were talk about different time management strategies such as 4D Strategy that is the action De-commitment, Deferment, Downgrading and Delegation your tasks and every important thing that you need to need , Eisenhower method is the action divide you task in important, not important, urgent and not urgent that help you to plan your time doing the important things first and the rest you can schedule or delegate to others, Also we was talking about the Pomodoro Technique that is the action to divide toy time in 25 minutes studying and 5 minutes to rest you can do this action 4 time and then you can wait 50 minutes of rest and start the technique again this is and go method that student can use to be focus in the assignations, finally you can make you on plan about how you can spend your time effectively and the way that you consider that is important to make the thing.



The second week, we were talking about Notetaking and Understanding Assignment, Note-taking is the action of writing down or recoding keys points of information (Nordquist,2019), during the lessons we were talking about the importance of take good notes because this help student to improve their understanding about any topic explanation, there are no a correct way to take notes because is essential that you use a method that help you to understand the information that you are listening or reading. There are many factors that can affect you notes such as the organization in your notes, the density and complexity of the information, and how you received the information can affect the quality of your notes, also everyone have a working memory different because people have different ways to learn, remember and understand some information and this is about the amount of information you can learn in one time because they will be affect too the information that you can take notes. There are many methods that you can use in note taking in class we were talking about the diagrammatic notes, mind map, lineal notes, tabular notes taking and Connell notes all tis methos were explaining by the teacher with examples that where you can use them and the importance of take good notes to help your process of learn and understand all the information that you consider important. In the Assignment understanding we were talking about the importance of the assignations during your studying journal, about this reflective report and the other assignations that you can be doing during your studying journal such as essay, reports, presentations, case studies, reflective writing and exams.

The rest of the weeks such as week 3 that we were talking about the research skills using CRAAP test to evaluate the information that you use in your assignation and the information that making sure that the information that you are using is according to the level of your course and that the information is from a reliable source avoiding information that is not reliable such as use Wikipedia, YouTube, and blogs that can be edit or posted for everyone.

Also, we were talking about reference the others work and that we need to use Harvard reference in ours works, the importance of avoid plagiarism or any form of academic misconduct and the impact that do it can have in your studies. In week 4 we were talking about academic writing, paragraph writing, and paraphrasing that were the essential point to the task on week 7. Finally, the rest of the weeks we were talking about summarising, reflective writing, report writing, incorporating sources, critical thinking and revision to make sure that we understand all the information that we received during the lessons, and we can use it effectively in our work and we can implement it in our personal live.

4. Conclusion

In conclusion all the information that we learn and understand during this module are relative to academic skills and important topic that we will be using in the rest of our academic journal such as time management, note taking, research skills and Harvard reference that I consider the most important points of the module because all student use them in every lesson or assignation that the teacher give them. Also, those are skills that you will still using once you finish your studies because you will be needed to take notes and acknowledge the sources that you use to make your work correctly avoiding use others work as a won because this is plagiarism and this is a conduct that can be penalized by law.

5. Reference list

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