

Academic Skills (LCLM 4001)

Reflective Report

Task 3

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1. Introduction (~100 words)

This reflective report explores my learning journey during the Academic Skills module (LCLM 4001). The report focuses on key classroom activities such as report writing, referencing, and source evaluation, which significantly impacted my academic development. By looking back on my experiences, I aim to identify what I learned, my strengths, the challenges I encountered, and the areas I need to improve. These reflections help me better understand how this module contributed to my academic growth and confidence. Overall, this report is a chance to evaluate my progress and plan future improvements in my academic skills.

2. Description of Experiences (~200 words)

During this module, I was introduced to several essential academic skills, including how to write formal reports, paraphrase effectively, and use different referencing styles like APA and Harvard. One of the first tasks we completed involved writing an academic report, which helped me understand how to organize ideas clearly and use formal language. I found it difficult at first to follow the academic structure, especially when writing the introduction and conclusion.

Referencing was one of the most challenging aspects for me. I had never used APA or Harvard before, and I struggled to understand the differences and when to use each style. However, classroom activities and feedback from tutors helped me improve gradually. I also appreciated the discussions we had about plagiarism and academic integrity, which made me more careful about how I use and cite information in my work.

Working in Microsoft 365 also supported my learning. Using tools like Word and OneDrive helped me organize my work and collaborate with others when needed. Each session added something new to my academic toolkit, helping me feel more confident in handling university-level assignments.

3. Analysis and Personal Reflection (~600 words)

Reflecting on my experience in this module, I can identify both strengths and challenges. One of my biggest achievements was understanding the structure of academic reports. Before this module, I had never written a formal report, so learning how to plan, outline, and draft my ideas step by step was extremely valuable. I found that I enjoyed organizing my thoughts clearly and creating logical sections in my writing.

However, referencing was a real challenge at the beginning. I often confused APA and Harvard styles, and I wasn't sure how to paraphrase properly. I was afraid of accidentally plagiarizing because I didn't know how to express other people's ideas in my own words. Thanks to classroom practice and tutor guidance, I slowly started to understand how to do it correctly. One activity that helped me a lot was comparing different referencing examples and correcting them as a group.

I also learned that feedback is one of the most powerful tools in academic growth. After submitting my first draft, I received feedback about my weak referencing and lack of critical analysis. Instead of feeling discouraged, I used that feedback to improve my final version. This experience taught me to see mistakes as opportunities for learning rather than failures.

Another thing I discovered about myself is that I work well under structure. When I have clear instructions and examples, I can follow them and learn quickly. This is a strength because it helps me adapt to academic expectations. However, I also noticed that I need to

improve my time management. I tend to spend too much time perfecting small details, which sometimes makes me rush at the end.

The module also helped me develop critical thinking. Before, I used to accept information without questioning it. Now, I try to analyze and evaluate sources more carefully. I have learned to ask: “Is this a reliable source?”, “What is the author’s purpose?”, or “How does this support my argument?” These questions help me write stronger, more informed content.

This module didn’t just help me improve technically; it helped me grow personally. I gained more confidence in my academic abilities, and I feel more comfortable asking for help or clarifying things I don’t understand. I now understand that learning is a process, and it’s okay not to be perfect from the beginning.

In summary, the Academic Skills module gave me the tools I needed to succeed in university. It helped me understand academic conventions, develop my writing, and improve my referencing skills. Most importantly, it made me reflect on how I learn and how I can keep growing.

4. Conclusion (~100 words)

This reflective report has allowed me to look back at my learning during the Academic Skills module and evaluate my development. I explored important experiences such as report writing and referencing, identified personal strengths like adaptability and critical thinking, and acknowledged areas for improvement such as time management. Overall, the module had a very positive impact on both my academic and personal growth. It gave me the skills, confidence, and motivation to approach future tasks more effectively. I now feel more prepared to meet academic challenges and continue improving as a university student.

5. References

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