

ACS report

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1. Introduction

This reflective report aims to evaluate my learning experience throughout the Academic Skills module. I will reflect on key skills I developed, such as time management, paraphrasing, and summarizing. These experiences have been instrumental in shaping my approach to studying at the university level. The report will examine both the strengths I discovered and the challenges I faced during the module, highlighting how the lessons learned contributed to my personal and academic growth. These reflections will also reference specific classroom discussions, tasks, and activities that influenced my learning journey.

2. Description of Experiences

Throughout the Academic Skills module, I engaged in various activities designed to help me adapt to academic life and succeed in my coursework. One of the first areas we focused on was time management, where we explored different methods for organizing study time, managing deadlines, and avoiding procrastination. I participated in class discussions and group exercises where we shared tips and challenges related to staying on top of tasks.

Another key area was paraphrasing, which we practiced through weekly exercises where we had to rewrite academic texts in our own words. Initially, I found this difficult, but feedback from the tutor helped me understand how to properly convey meaning without copying language.

We also worked on summarizing, especially in preparation for Task 2. This included identifying key points from long texts and presenting them concisely. I remember a particular classroom activity where we worked in pairs to summarize a journal article and present our findings. That task gave me a clearer understanding of what academic summarizing involves and how to stay objective.

These experiences were central to my understanding of academic expectations and gave me practical tools to use in future assignments.

3. Analysis and Personal Reflection

Time Management:

Initially, my time management was poor. I often procrastinated and submitted tasks late. The module helped me recognize this through a weekly planner task. I learned to prioritize work using the Eisenhower Matrix, which was introduced in class. As a result, I now meet deadlines more consistently. Time management was a critical area for me. At the beginning of the module, I often struggled with meeting deadlines and organizing my weekly tasks. One major reason was my habit of leaving assignments until the last minute. After attending the class session on creating study plans, I began using a weekly planner to allocate time for reading, writing, and revision.

Paraphrasing Skills:

At the beginning, I struggled to paraphrase without altering the original meaning. During Task 1, I received feedback that my paraphrasing was too close to the source. I took this constructively and practiced more in class. With feedback and effort, I noticed a steady improvement in my ability to convey ideas in my own words, which also helped avoid unintentional plagiarism. Paraphrasing has become a crucial tool in my academic writing, especially when engaging with multiple sources. It allows me to present ideas in my own voice while maintaining academic integrity.

Summarising Skills:

This skill was particularly useful in preparing for other modules. The session on summarising involved selecting the main ideas from a dense article and presenting them in 150 words. At first, I included too many minor details. Feedback helped me learn how to filter essential points, which made my writing clearer and more focused. Summarising has improved my ability to think critically about what is truly important in a text. It has also helped me in preparing for exams and writing more coherent assignments. I now feel more confident selecting and presenting relevant information without overloading the reader.

Reflection on Growth:

Overall, the module has helped me become more aware of my learning habits. I am now more reflective and analytical. I understand the importance of academic integrity and communication. I've also become more confident in participating in class, asking questions, and contributing to group discussions.

Areas for Improvement:

Despite progress, I still find it challenging to maintain a consistent study routine during exam periods. Going forward, I plan to use study apps and set clearer daily goals. I also need to improve my referencing and citation accuracy, which I found difficult during Task 2.

4. Conclusion

In conclusion, the Academic Skills module has significantly contributed to my academic and personal development. Through activities focused on time management, paraphrasing, and summarizing, I have gained essential skills for university-level learning. While I have made progress in all areas, I acknowledge the need for continuous improvement in managing study time and referencing. This module has also helped me grow as a more independent and confident learner, ready to face future academic challenges.

5. References

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