

LCLM4001 Academic Skill Task3

Student Name: Kariol Lohore

Student Number: 2441747

Lecturer's Name: Ellie Ristic

Task 3 of 3 (30 Marks): Reflective report – 1000 words (+ /– 10%)

Write a reflective report analysing your learning experience throughout the Academic Skills module. Identify your strengths, areas for improvement and the impact of the module on your personal and academic development. The report should be written in the first person and should include specific reference (s) to examples of your own classroom experience, including, but not limited to: Task 1 & Task 2, class activities, classroom discussions, etc

Introduction

This report reflects on my personal learning and development throughout the academic business skills module. The purpose is to explore key experiences that helped me strengthen essential academic skills such as time management, understanding assessments, academic writing, referencing and academic misconduct / integrity, and note-taking. These experiences were shaped through both classroom activities and independent learning. I will reflect on how these skills were applied, what I learned from practising them, and how they contributed to my academic growth. These experiences have been significant in helping me become a more confident and organised student, better prepared for the demands of this programme and future business study.

Description of Experiences

This report reflects on my personal learning and development during the academic business skills module. Throughout the module, I had the chance to work on a range of skills that are important for academic success, including time management, understanding different types of assessments, academic writing, referencing, and avoiding academic misconduct. I also developed better note-taking habits. These skills were built through a combination of classroom sessions, tutor feedback, and independent study.

One of the biggest lessons for me was learning how to manage my time more effectively. At first, I struggled to balance deadlines across different modules, but using a planner and breaking tasks into smaller steps really helped. I also learned the importance of referencing properly to avoid plagiarism, which was something I hadn't fully understood before. Writing more formally and structuring essays correctly were also key areas I worked on.

As I reflect on these experiences, I can see real progress in how I approach my studies. I feel more confident and organised, and I'm now more aware of what is expected at university level. Overall, the module has helped prepare me for the rest of the programme and future studies in business.

Analysis and Personal Reflection

During this academic business skills module, I really learned a lot about managing my own work and improving my academic abilities. At first, one of the biggest challenges was making sure I fully understood the assessment requirements. Taking the time to carefully read the guidelines and ask questions when I was unsure helped me realise how important it is to fully understand what's expected before jumping into any task. I found that misinterpreting instructions early on can lead to wasted effort or going in the wrong direction, so this step was crucial. From there, I worked on my time management by breaking down

the workload into smaller parts and setting personal deadlines. This made a huge difference in keeping me on track and avoiding last-minute stress.

Improving how I gather and organise information was another important part of the module. I developed my note-taking skills, making sure to jot down key points during classes and when doing my own research. These notes helped me stay focused, remember important details, and create a useful reference to guide my writing. I found this particularly helpful when it came to referencing my sources properly. I realised how essential academic integrity is not just to avoid plagiarism, but to respect other people's work and build credibility in my own writing. Understanding the university's expectations around referencing and honesty boosted my confidence, and I now take much more care to ensure my work is original and well-cited.

Academic writing was another area I really focused on improving. I learned how to use signposting (basically guiding the reader through my ideas clearly) and how to organise my writing into a logical structure. These strategies made my work much clearer and easier to follow. I also practised breaking down complex ideas into simpler parts and connecting paragraphs smoothly, which helped make my assignments more professional and persuasive. These skills, I believe, will be very useful not just in my studies but also in any future business environment where clear communication is key.

One of my strongest skills during this module was managing my time well. Setting clear goals and regularly checking my progress helped me stay on top of deadlines and avoid last-minute panic. I also learned to prioritise tasks, so I could focus on what was most important at any given time. That said, this experience also showed me where I can improve. Sometimes unexpected challenges came up like sudden workload increases or changes in my schedule and I realised I need to build in more flexibility and contingency plans. Being able to adapt without losing momentum is something I want to get better at.

This module also highlighted the importance of continual reflection and self-improvement. Each assignment and activity gave me a chance to evaluate what worked well and what I could do differently next time. For example, after receiving feedback, I saw areas in my writing that needed more clarity or better evidence, so I made sure to apply those lessons to future work. This process of reflecting and learning has been valuable, helping me develop not just skills but also a growth mindset that I can carry forward.

Overall, this business skills module has been a great experience that has helped me grow as a student and a learner. I've become more organised, improved my writing, and gained a deeper understanding of academic integrity. More importantly, I've learned that success comes from planning, clear communication, and being open to learning from mistakes. I now feel more confident managing my studies and communicating my ideas clearly. These skills will be essential as I continue in this programme and eventually move into my career. I'm excited to keep building on what I've learned and apply these skills in new challenges ahead.

Conclusion

In conclusion, the academic business skills module has made a real difference in how I approach my studies. I've developed key skills such as time management,

understanding assessment requirements, note-taking, academic writing, referencing and learning the importance of academic integrity. Understanding how to reference correctly and avoid plagiarism has helped me feel more confident and responsible in my work. These improvements have not only strengthened the quality of my assignments but also made me more organised and focused. I now feel better prepared for future academic challenges and more confident in my ability to succeed throughout this programme and beyond.