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REFLECTIVE TASK 3

ACS report

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DEVELOPING ACADEMIC SKILLS

I started this course with the goal of improving my skills in different areas, and I can already see how this development has been happening in a positive way. The knowledge I have gained has been very important not only for my academic life but also for my professional and personal life. In the very first week, I noticed a great improvement, especially when we studied something that had always been a point of difficulty for me. Later on, I also learned new techniques. All these experiences contributed to my growth, and in this report I will reflect on some of the most important ones.

In the first week, I was introduced to the topic of Time Management, and this immediately made a difference for me. I learned how to manage my time better and how to plan activities in advance. One technique that helped me a lot was the Eisenhower Method, which showed me how to organize tasks by priority. Another was the Pomodoro Technique, which improved my focus during study sessions and when completing assignments. These strategies were very useful, and I quickly started to apply them in my daily life.

In the following weeks, we worked on many other important topics, and each of them gave me new tools to study and write more efficiently. Among all of them, the topic of Paraphrasing was the one that caught my attention the most. I learned how to take someone else's idea and rewrite it in my own words without changing its meaning. This is very important because it allows me to use the work of other authors to support my arguments, while also making sure I always provide the correct reference.

When I look at everything I learned in this module, I can clearly see what worked well and what was more difficult for me. One of the best parts was definitely Time Management. Before, I often wasted a lot of time because I did not know how to organize my tasks properly. Now I can plan my days better, separate what is urgent from what is important, and focus more when I study. The Pomodoro Technique helped

me maintain concentration and avoid distractions, making my study sessions much more productive.

At the same time, some areas were more challenging. Paraphrasing, for example, was not as simple as I thought. Sometimes I only changed a few words, and the text was still too similar to the original; other times, I ended up unintentionally changing the meaning. This showed me that paraphrasing is not just about replacing words, but about deeply understanding the text. Despite the initial difficulty, I feel I have improved a lot and I know that with more practice I will continue to get better.

Academic Writing was also a challenge. I realized that my writing style before this course was more informal and that I did not know how to properly organize my ideas into academic paragraphs. Learning about Paragraph Writing, Summarising, and Reflective Writing helped me understand the importance of clarity and organization in assignments. I still need to practice more, but I already feel more confident writing in a structured and formal way.

Another important point is that all the skills are connected. Good time management gave me more control over my study routine. Note Taking and research techniques helped me gather information, and Paraphrasing showed me how to use that material correctly. Together, these skills strengthened my academic writing. This made me realize that learning is not only about mastering one technique, but about understanding how everything works together.

During this process, I also noticed some of my personal strengths. I discovered that I am open to new methods, even when they seem difficult at first. I also realized that I am persistent, because I did not give up when I faced difficulties with Paraphrasing or academic writing. At the same time, I identified areas I need to improve, such as critical thinking and consistency in writing style. These are aspects I want to continue developing in the next modules.

Overall, this experience helped me not only academically but also personally. Learning to manage my time better made me more organized in daily life, and developing research and writing skills gave me more confidence to express my ideas. I feel that I have grown as a student and as a person, and this motivates me to keep improving.

In conclusion, this first module gave me the opportunity to develop several important skills, such as Time Management, Paraphrasing, Harvard Referencing, Research Skills, and Academic Writing. Some topics were easier, while others required more effort and practice, but all of them contributed to my growth. Today I can recognize my strengths, such as adaptability and persistence, as well as my areas for improvement, such as critical thinking. The overall impact of the module was very positive because I now feel more prepared for the challenges of academic life. More than learning techniques, I discovered how to become a more reflective and independent learner, and I believe these lessons will continue to be useful throughout my academic journey and beyond.

References

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UEfAP (2019). 'Academic Writing: Reporting - paraphrase, summary & synthesis'. Online. <http://www.uefap.net/writing/writing-reporting/writing-reporting-paraphrase> (accessed 29 October 2022)

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