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Programme: Certificate of Higher Education in Business Skills for the Workplace

Module: Academic Skills

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Reflective report

1.Introduction

The first part From Week 1 to Week 10, the Business for the Workplace programme taught me this report. I will discuss the key topics we studied, including time management, note-taking, research, and writing as well as critical thinking. These subjects enabled me to improve at learning and completing tasks. They are significant since they will benefit me in this course and eventually at employment as well. Reflecting on what I acquired helps me to see where I improved and what I still must work on. Experience Narratives Every week we discovered something fresh.

2. Description of Experiences

Week 1 covered time management and job planning. Week 2 taught us how to grasp assignment questions and take appropriate notes. Research techniques and Harvard referencing were our focus in Week 3. Week 4 was about correctly writing paragraphs. We discovered in Week 5 how to paraphrase articles. Week 6 gives us the chance to summarise materials. Week 7 showed us how to reflect on our education in writing. Report writing and proper source use were covered in Week 8. Weeks 9 and 10 were on revision and critical thinking. We also had revision lessons where we received guidance. Every week provided me tools that not only helped me to study but also increased my confidence and motivation.

3. Analysis and Personal Reflection

Personal Reflection and Study Time management was difficult for me at the start of the course. Following Week 1, I began planning my work using a planner. This was useful, although occasionally I still hurried close to deadlines. I must improve at beginning my work sooner. Week 2's notetaking was helpful. I used to write down everything and became confused afterwards. Studying becomes easier for me now as I can identify the key elements. I now also grasp assignment instructions better. A little challenging was week three. Before, I knew little about Harvard referencing. Initially, I erred; with experience, it got simpler. I discovered that indicating where you obtained your knowledge is quite crucial. At first, writing paragraphs in Week 4 was difficult. I didn't know how to properly connect my concepts. Week 5's paraphrasing was challenging as well, as it's not only about altering words. First, you must completely grasp what you are reading. Following various exercises and comments, I improved at it. Summarising in Week 6 helped me produce shorter, more coherent writings. It made my writing simpler to read and more direct. Reflective writing in Week 7 helped me to realise the significance of considering how I learn. It helped me to see my strengths and areas for development. Report writing was Week 8's focus. Following the framework was difficult initially, but once I grasped it, it greatly simplified writing. Citing sources properly also made my writing seem more professional. The most difficult aspect was likely critical thinking in Weeks 9 and 10. Questioning concepts and not simply accepting them is not simple. But it showed me to consider more carefully. The separate tutorials were also quite useful. They made it obvious when I was succeeding and where I required more effort. Good notetaking, improved writing, and the ability to locate and apply materials correctly are my current skills. Still lacking in time management and more critical information analysis are my limitations. Still, in terms of time management and critical information analysis, I believe I have gained skills and made growth in several respects.

4. Conclusion

Summary All things considered, this course enabled me to develop significant abilities for my studies and future jobs. Every week taught me something fresh: Writing precisely, time management and more critical thinking. I still have things to improve, such as avoiding putting off work till the last minute and strengthening my critical thinking. But I feel more confident and motivated currently and prepared to confront new difficulties. My approach to studying and finishing my assignment has changed significantly because of this module.

