

Task 3 Response Template

Student Name: Eyob David Hunter

Student Number:2438994

Module Code and Title: LCLM4001- Academic Skills

Task Title: Task 3 Reflective Report 1000 WORDS

Lecturer Name: Peter McLuskie

Introduction

In my reflective report i am going to demonstrate and reflect what I have learnt throughout my business skills in workplace and how I have faced certain challenges and how I was able to get bet understanding and I am able to make it useful in my personal life, I will be briefly discoursing different methods in time management using different methods, the use of paraphrasing and how to avoid plagiarism and finally how to be able to reference in order by acknowledging the authors work without changing the definition and meaning, these are the following as stated.

Description of Experiences

On my journey of learning Business skills in workplace among some of the academic skills challenges I experienced was time management, paraphrasing and referencing. In the beginning, I had struggled with coming to class on time and submitting my class assignments on time. Among the things I have learnt during my time in class I have learnt how to manage my time and to schedule my time, procrastination was one of the challenges I encountered and since I have learnt about time keeping it has helped me a great deal throughout my journey in life.

The other thing I have learnt about is paraphrasing and referencing. Paraphrasing is essential and used to express someone else's idea into your own words and understanding. Paraphrasing is used when you want to take someone else's work and idea and express their work by using your own word and structure without changing the meaning and must acknowledge the writer and reference there work so others may be able to find the correct source of information. There are many types of paraphrasing such as using synonyms, changing word order, changing word form, using active and passive voice, using positive and negative.

Analysis and Personal Reflection

Time management

As I started my journey on studying my business and skills for workplace, Time management was one of things that I was struggling with, and after broad learning in classroom, I was able to connect my learning experience to real life. as **Nancholas, B. (2023)** states that the power of effective time management, there are three types of time management challenges such as planning, procrastination and perfectionism. procrastination was one of the challenges I faced and after getting better understanding of it I improved and used what I have learnt in my school and social life.

Time management have different strategies such as to do lists, **SMART Goals, the 4 D strategy and the Eisenhower decision making matrix**. setting a **SMART goal and the 4D strategy** made a real impact on my academic skills learning and helped me set my goals and what I wanted to proceed further in my life. what I have about **SMART** goals is **SMART** stands for **Specific, Measurable, Actionable, Realistic and Timebound**. **Specific** means

be specific and clear so your goals are easier to achieve this also helps you know how and where to get started, **Measurable** means measuring goals can be tracked allowing you to see your progress, they also tell you when a goal is complete, **Actionable** means are you able to take action to accomplish the goal and if so actionable goals ensure the goals ensure the steps to get there are within your control, **Realistic** means avoiding overwhelming, unnecessary stress and frustration by making the goal realistic, **Timebound** means a date helps us stay focused and motivated, inspiring us and providing something to work towards.

and the other one is the 4D strategy refers to **De-commitment, Deferment, Downgrading** and **Delegation**. **De-commitment** refers to identifying things that do not really need doing and abandon these, **Deferment** means putting things off until after assignments have been completed, **Downgrading** means doing things to a less than perfect standard and finally the last one is **Delegation** it refers to ask for help to do things you previously felt were your responsibility.

Paraphrasing

Paraphrasing runs a very crucial role in academic writing as it protects the Author and helps you write someone else's idea into your own words. When paraphrasing you need to change the words and structure but at the same time keeping the meaning the same is very important. **Paraphrasing has five Techniques in Academic context** those are Using **Synonyms, Changing Word Order, Changing Word form**, using **Active** and **passive voice** and finally Using **Positive and Negative**. As Merriam-Webster (2025) state that **Synonyms** means one of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses and a word or phrase that by association is held to embody something such as a concept or quality, **Changing word order** means moving the words around but keep the original meaning and message, **changing Word form** refers to Choosing the words that are similar in meaning and Change the grammar, Using **Active and Passive** and last **Using positive and negative**.

Referencing

New castle university (2024) state that referencing refers to how we acknowledge the sources that we acknowledge the sources that we have used in our essay/research, academic writing and reflective writing. Referencing has many importance such as allowing you to give credit to the people whose sources and ideas you have used in your write up and it allows you to provide useful information to the reader of your work who might be interested in finding and reading the source.

Conclusion

In general on my learning busniess skills in workplace experience I have learnt a number of things such as being able to manage time using different types of methods like being able to identify procrastination and also setting up SMART goals , using the 4D strategy, the other

thing I have learnt is paraphrasing and the use of paraphrasing in writing a reflective report and lastly I have learnt about the use of Referencing and how to reference using Harvard style referencing, usage of referencing which helps to keep the original Authors works and being able to acknowledge their works.

Reference List

Nancholas, B. (2023) The power of effective time management, University of Lincoln
Accessed 11/04/2025.

Merriam-Webster (2025), Definition of synonym

New castle university (2024) use of referencing