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Module code and Title: LCLM4001 – Academic Skills

Task Title: Task 3 Reflective Report 1000 words

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I am writing this report to reflect on my experience studying this course and certain topics that have stood out and had a positive effect on me. I have learnt many new things that I previously did not know; I would say my knowledge has slightly broadened on certain topics, proving these experiences have been significant for me. Firstly, the module topics I will reflect on are: reading with purpose/reading strategies, referencing and signposting. I have come to appreciate the importance of these topics and others as they include information that will put improve your writing skills and give your work a professional look.

The specific moments and experiences that stood out for me were: reading and answering questions in a quiz like manner and hearing others students ideas and thoughts on the topics in the module. The non test quiz like questions kept me engaged and helped me remember answers. It also gave me a sense of achievement seeing that I got some answers right showing that I'm making progress. Hearing other students ideas and thoughts gave me a confidence boost and a sense of community, it also gave me an idea of where I am at on my learning journey compared to my classmates. There was also no judgement or embarrassment coming from anybody when answers or question were given aloud to the lecturer, this made it good environment to learn and grow my understanding on module topics. For example, in week 3(reading and note-taking) I was able to learn how to read effectively without wasting time using different reading strategies: prediction, Surveying, Scanning, Skimming and reading for detail (university of Leeds 2024). In week 4 I was able to learn the importance of referencing, giving the author or organisation their credit for including their work in your writing. According to the University of Oxford, plagiarism occurs when one presents another's ideas or words as their own without proper acknowledgement, constituting a breach of academic integrity and potentially leading to disciplinary action or harm to one's future career (University of Oxford, n.d.). The last topic I am going to reflect on is Signposting studied in week 8, I learnt how to use signposting in my writing to guide the reader and use different transition words to make the context of the writing clear while connecting different points. Students should learn and apply signposting in their academic writing because signposting "guides the reader through your writing," ensures clear structure and logical flow, and prevents confusion by linking ideas coherently (Newcastle University, n.d.).

Looking back at my experiences, I can see I have learnt a lot of new information that I did not know anything about before; in such a short space of time, I have been able to improve my knowledge on the subjects our lectures and modules taught. However, it was a struggle at first, as an adult student re-entering the world of education, my mind had to adjust to the environment therefore causing me to focus more. But with determination and the willingness to win, I continued until I made progress. I have also gained more confidence in myself knowing my classmates are also on the same learning journey as me, not leaving me isolated. I would not say that anything has been an unpleasant experience; however, I would say I could have improved on my timekeeping and punctuation skills to make it a smoother experience for myself. From this I have learnt that you should never underestimate yourself when it comes to trying to learn something new, as I was unsure if I was considered 'smart enough' to step out of my comfort zone and complete this course. I have also learnt that timekeeping and punctuation skills are vital in giving yourself a smoother learning experience.

My understanding of the modules has become clearer over the weeks; the modules are well organised in video and text form. I appreciated receiving some information in video form and text form, as sometimes different styles of learning work for different subjects/topics. As I mentioned in the second paragraph, some of the quizzes, including on library info skills, really helped me remember essential information I will need. Regarding my strengths and weaknesses that I could improve on, my focus has been one of my greatest strengths, not allowing my self to get distracted by noise around me or feelings inside me. On the other hand, a weakness of mine can be being too independent, sometimes I forget the positive impact of being part of a team.

As a student of this programme, I have gained a lot of valuable knowledge and experience that will stay with me and help me progress in the near future if I decide to continue in this field or decide to transfer these skills to another field. I wish to continue to learn and improve on my knowledge of the subjects presented in this module.

In summary, this course has impacted my personal growth and knowledge on academic skills. The different methods of learning (text form and video form) have helped me get a stronger understanding of the module. Getting info in audio + video format gave me a clearer picture of what is being taught in text. I have developed greater confidence in the process with the help of classroom sessions; sharing ideas and answers with my classmates gave me reassurance that this is a safe place and no fear of judgement is needed, as we are all on the same learning journey. Overall, the whole experience has been refreshing and given me a new outlook on myself and a sense of achievement. Due to this course, I can now look into the future of my learning and build upon the knowledge I have gained and continue to refine my knowledge of what I now have a better understanding of.

As a final thought, I would recommend this course to individuals who want to study and make themselves more employable and gain skills to set them apart and gain a higher-paying/fulfilling job role but feel like they do not have what it takes due to their background or past.

Leeds University (2004) *Reading*. Reading Strategies. Available at: <https://library.leeds.ac.uk/info/1401/academic-skills/207/reading/2> (Accessed: 14 July 2025).

Newcastle University (n.d.) *Signposting. Academic Skills Kit*. Available at: <https://www.ncl.ac.uk/academic-skills-kit/writing/academic-writing/signposting/> (Accessed: 17 July 2025).

University of Oxford (n.d.) *Plagiarism*. Available at: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> (Accessed: 17 July 2025).