

Module Assignment Submission

Student Name:	Angela Howells
Student Number:	2237643
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Summary

I've learned how important it is to handle my time well while I've been in university. It is necessary for me to make a timetable that balances my academic obligations, personal hobbies, and daily duties. I often use libraries, databases, and other academic tools to help me study and find the information I need. Getting good at reasoned analysis has been very helpful; it's all about breaking down facts and using good logic to come to conclusions that make sense. As I go through my classes, I've been working on mastering a way to take notes that helps me remember things and gets me ready for tests. Now that we live in a digital world, I think it's important to keep up with the newest learning tools and trends. Also, getting better at putting my thoughts into words, whether I'm writing or talking, has been very helpful.

I've learned that being strong is important on a personal level. Accepting failure as a normal part of learning and getting back up after a loss are the building blocks for real growth. Going through university has made me realize how important it is to look inside myself. Figuring out my skills and weaknesses has been very important. Networking has also become very important. Making real connections with peers, teachers, and professionals in the field has created a huge number of new possibilities. Because universities are full of different kinds of people, I think that empathy and mutual respect are very important for creating an open place where different points of view can live together peacefully. I've found that natural curiosity is the key to really understanding any subject. It's this curiosity that drives students to explore on their own outside of University. Through the autonomy afforded by academic life, I have come to recognize the importance of self-discipline. This entails establishing personal boundaries and diligently adhering to them.

Effective Management of Time

Time management is a key part of both University success and personal health. The first step is to figure out which chores are both important and need to be done right away. Using either a digital calendar or a traditional paper planner can be very helpful for keeping track of all my responsibilities. When I have big, scary project, it can help to break them down into smaller, easier-to-handle tasks and work on each one in a planned order. Also, it's important to keep an eye out for putting things off. I can stay consistently effective by spotting its early signs and making habits that will help me deal with them. Techniques like the Pomodoro Method, which supports focused work periods followed by short breaks, have been shown to help people resist the urge to put things off.

Academic Writing

In academic writing, short and clear lines are more important than ones that are hard to understand or too long. When making points, it's important to be clear and to the point.

Plagiarism is illegal, and people who come up with ideas should always be credited for them. It is very important to know the difference between straight quotations and paraphrasing in this case. It's also important to organize my points well so that my writing has a clear beginning, middle, and end. Not only should each segment state a main idea, but it should also back that idea up with proof.

Referencing in APA 7

I've learned that it's important to always be up to date. The APA rules change over time, just like everything else. What's different about the 7th edition, which I'm using now, is that it uses the singular "they" and has some design changes that make it even easier for students to understand. It is very important to always make sure that our sources follow the most recent rules. It not only gives our work more weight, but it also shows that we are dedicated to upholding standards.

Importance of communication

As I work to learn effective communication, I want to get better at working with others and understand how to do things together. To do this, I'm going to take part in a variety of group projects, attend classes on building teams, and keep working on my active listening skills. Since we live in a digital world, I will also investigate and get to know some digital tools that are widely used for group work in higher education. Making sure communication is clear and to the point will be a top goal, and I'll be asking for and giving feedback on this. My success in this endeavour will be clear when I turn in my group projects on time, get good feedback from my classmates, and show that I can now both lead and participate effectively in group settings.

It's become clear to me that collaborative work and clear communication are very important as I move on to the second year of university. My goal is to not only be a team member, but also a leader in the group, encouraging people to work together and create new ideas. By actively looking for group project chances, I will be exposed to different ways of working and points of view, which will make my experience working with others even better. I also think that team-building workshops will give me the tools and knowledge I need to deal with the complicated dynamics of teams and make sure that everyone feels respected and heard.

Because communication is so complicated, I will focus on improving my active listening skills, which are an important part of good communication that is often ignored. This will help me really understand my team members, which will inevitably make the job better. As someone who lives in this digitally driven world, I know that virtual communication tools are the foundation of many educational partnerships. To do this, I will spend time learning how to use the digital tools that are common in higher education so that online collaboration works smoothly.

I've also always believed that opinion is important. As part of my plan to improve my communication, I will both ask for advice and give constructive feedback. Feedback shows you my skills and areas that need work; I'm committed to using it to help me grow.

For me, success won't just mean finishing group projects; it will also mean the quality of the relationships I build, the trust I earn, and the positive, creative space I help to make. Every contact with your team, every group project, and every piece of feedback you get will help me become a better communicator and collaborator in university and beyond.

Reflection

Making the switch from working to going to university comes with its own set of problems that need to be solved in a comprehensive way. The things I've learned and done at work have been very helpful, but I've also learned that "soft skills" like managing my time, being self-aware, and communicating clearly are just as important in university. By thinking ahead about possible problems and getting ready for them, I hope to make sure that my academic progress goes smoothly, which will improve my whole university experience. Accepting that I can change, I'm dedicated to constantly improving my skills and keeping my desire to learn alive. This point of view not only makes me stronger, but it also helps me keep growing as a person and in university.

Other Skills

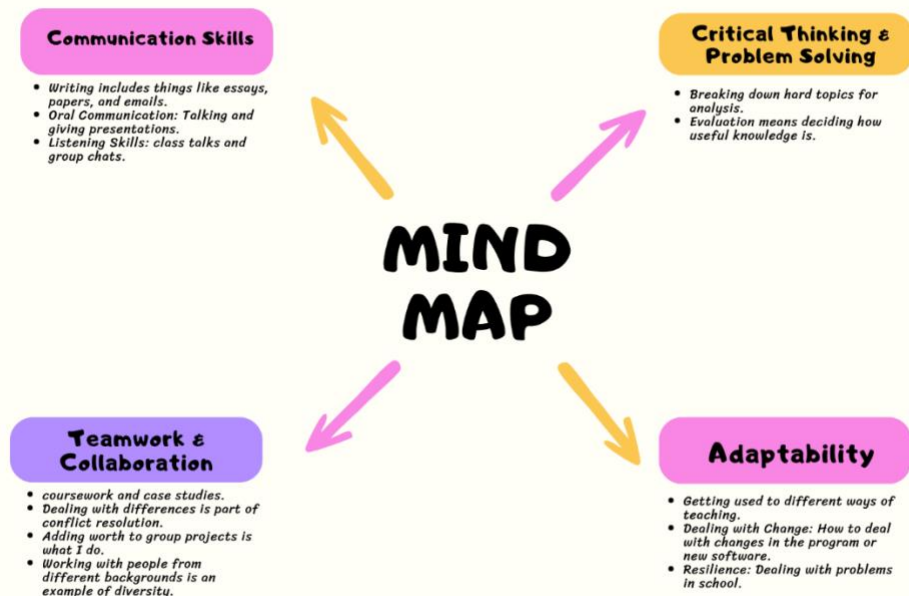
To get around in the complicated world of university life, I needed a mix of personal growth and social skills. Doing great here is very important to me. This means learning how to use academic systems, tell the difference between main and secondary sources, and put together information in a way that makes sense. I've noticed that it's not enough to just take in information at university; there's a lot of focus on analysing, criticizing, and using what I have learned. Due to the large number of homework, readings, and extracurricular activities, it is now essential to be able to organise my time well.

In higher education, the focus on self-directed learning has made me realize how important self-discipline and a natural drive are. I've learned how important it is to be flexible by dealing with different training methods, points of view, and topics. It's common for me to share my ideas, which means I need to be good at public speaking and giving speeches. At the same time, writing essays, papers, and other academic tasks has improved my writing skills.

The university setting has made me realise how important it is to make real connections with teachers, other students, and workers in my field. Tech-savvy has become an important skill because of how important the digital age is to modern education. I learned how to solve problems in university, which has prepared me to face problems head-on in the real world. The many different cultures here have also shown how important it is to be sensitive to other cultures.

Along with maintaining academic honesty, putting well-being first by recognising and reducing stress has been a steady goal for me. Ultimately, university taught me a deep respect for ongoing learning, highlighting the fact that the desire to learn doesn't end when the cap is thrown off.

Transferable Skills Mind Map



PDP - Personal Development Plan

Skill Category	Goal	Action Steps	Measurement of Success
Communication Skills	Enhance both written and communication.	Attend academic writing workshops. Participate in a public speaking or debate club. Engage in group discussions regularly.	Improved essay scores; Increased confidence in presentations.
Critical Thinking	Strengthen the ability to analyse and evaluate arguments.	Solve complex logic puzzles. Engage in group studies. Attend critical thinking seminars.	Ability to dissect and critique academic articles and arguments.
Teamwork & Collaboration	Cultivate collaboration skills and teamwork attitude.	Join group projects. Attend team-building workshops. Engage in diverse team environments.	Successful group project outcomes; Positive feedback from peers.
Adaptability	Build resilience and flexibility in academic pursuits.	Enrol in diverse courses. Attend workshops on adaptability. Challenge oneself with unfamiliar tasks.	Positive response to curriculum changes; Adaptation to new challenges.
Time Management	Boost efficiency in managing academic tasks.	Use digital tools like calendars. Attend time management seminars. Set regular study schedules.	Consistent meeting of academic deadlines; Balance in personal life.

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