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LCLM4001 Academic Skills

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“Reflective Report on the Development of My Academic Skills”

This report reflects on my learning journey within the “Academic Skills” module. I chose this course with the aim to expanding my knowledge in an area I recognize as a crucial for my academic and professional development. While I had some prior experience with presentation at school, the scale and format of presentations in this module were new to me. I have already found this skill beneficial for our group quiz, as it has improved my ability to communicate effectively. Moving forward, I anticipate applying these skills in my study groups and during future job interviews. Through this module, I have also become more aware of the need to further develop my speed and understanding of specific academic techniques and terminology.

The module covered encompassed a variety of valuable topics, including effective academic support resources. I found the exploration of Generative Artificial Intelligence tools particularly useful for my study process, and it is encouraging to see the University acknowledge their potential. Furthermore, the online resources available through Moodle have significantly supported for my self-paced learning. For me, the most impactful aspect of the module was the emphasis on the practical application of this skills in my daily academic routine. Developing the ability to articulate my ideas clearly, especially when constructing arguments in practical quizzes and written essays, is a key takeaway. I also appreciate the accessibility of academic support services and the comprehensive self-study materials, and English language support offered via Moodle, which addressed various aspects of academic languages.

According to Stella Cottrell (2008, p.61) your performance as a student is likely to improve if you develop a habit of putting time aside to reflect on how you learn. Thinking about my learning process always I am trying to understand which way are the best. When focusing on what you learn, you consciously consider how you are learning it. After first month of my study, I have trying to evaluate what works and what does not.

A group quiz time management activity was fun for me and all group. Engaging way to learn about the Pomodoro Technique, not “TOMATO”, that focused on productivity through focused work interval and short breaks. I think, this quiz was bright and easy reinforced main key concepts like the 25 – minute work periods, 5 – minutes breaks, and longer breaks after four Pomodoro’s. After discussion lecture provide group

discussion about the benefits of the Pomodoro Technique and how it can be applied in various situations. Our group encountered some difficulties with understanding this technique. But after reviewing the video material and lecturer's explanation, all went smoothly. For my opinion it is a great opportunity to use this technique in my study routine. We can adjust the length of the work intervals and breaks. Applying to repeat this cycle for 4 "Pomodoro's", after completing four Pomodoro's, take a longer 20 – 30 minutes break to fully recharge before starting the next cycle. It is a simple but effective way to manage time and maintain focus. Especially for me, in my current job taking regular breaks helps prevent mental exhaustion and keeps me refreshed. Also, it is allowing me to work efficiently for longer periods

As suggested by Cottrell (2017), the more used we are to applying difficult it can be to identify the underlying skills. Lack of time management skills in the most companies can lead to reduced performance and delayed meetings. We all can enhance management skills through this time management tips in the workplace. Recognizing the importance and taking steps to improve these skills can help reduce these negative outcomes. In conclusion, this activity is a powerful tool. We simply need to practice it. The most activities can help to use new ideas and help to practice new skills. The communication between students and lecturer has had a significant improvement. I believe this reflective report serves as a valuable record of my experience. And it provides a foundation for future learning and application.

References:

Cottrell, S. 2008, *The Study Skills Handbook*. Palgrave Macmillan LTD, third edition.

Cottrell, S. 2017, *Critical Thinking Skills. Effective analysis, argument and reflection*. Palgrave Macmillan LTD, third edition.

Mackenzie, R. (2025 February), What is the Pomodoro Technique. Oxford Summer Courses. <https://oxfordsummercourses.com/articles/what-is-the-pomodoro-technique> [Accessed 17 February 2025].