

LCLM4001 Academic Skills

Reflective Report

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Table of Contents

<u>1.</u> Introduction	2
<u>2.</u> Academic Skills	2
<u>3.</u> Conclusion.....	3
<u>4.</u> References	4

1. Introduction

When I joined the university I felt very anxious because it had always been my childhood dream to study at a British university. However, due to many circumstances, I couldn't realise this dream earlier. I also felt insecure, because I didn't know what to expect or whether I would be able to balance my two job, my social life, and my studies. When I started the Academic Skills module, I thought it would be difficult, but I was pleasantly surprised. The way the lecture taught, along with the academic support provided, was essential for me and gave me much more confidence.

In this reflective report, I will explain about my journey and what I have learned in Academic Skills, as well as how I have learned and applied some of these skills- such as time management, note taking and paraphrasing- in both my professional life and my personal life.

2. Academic Skills

In my first week, everything was very new to me because the way they teach is very different from Brazil- it is much easier to learn. In this first week, the first module I studied was about time management, which has helped me a lot in both my personal and professional life, keeping my busy schedule running smoothly.

The University of Salford (2020, n.p.) defines *"time management as the process of organising oneself and work to make the most out of the time available"*. Time management is not only organizing about organising your schedule - it is also about setting priorities and using your time effectively. I applied the skills I learned by creating my own calendar, which helped me keep track of my test dates, study plans, and assessment deadlines. I also used reminder notes on my phone to ensure I stayed aware of upcoming tasks and completed them on time. At work, I created a group on Teams that helped me set alarms and highlight most important tasks to complete each day.

The techniques that I have taught and applied in this module, such as the Pomodoro Technique, have been very useful to me. I have been using this method for a while this method for a few years because I have ADHD, and it helps me a lot. When I was in high school, I always used this method of staying focused for a few minutes and then taking a short break, but I didn't know it was called the Pomodoro Technique until Miss. Grewal explained it. This technique helps minimize distractions from my surroundings and keeps me very focused during this specific time. As Cirillo (2020)

explains, *“you can learn how to improve your effectiveness and be better able to estimate how long a task takes to complete by recording how you utilize your time”*.

Another thing that helps me a lot is note-taking. According to Kiewra (1984) *“note-taking helps student recall of important information”*. I have learned about different types of note taking – Cornell method, mind mapping, diagrammatic, tabular and linear-, but I have enjoyed taking notes since I was in teenager in the school because, for me, it has always helped me remember what I have studied. To prepare for my first quiz test, I adopted the linear notes method because, for me, it is simple and very practical. It also helped me organise my notes using different colours and keywords, to helped me to keep in mind what I have learned. I also like to using this linear note method in my personal life, making bookmarks in my notebook. It helps me summarise what I have understood and learned, and when I need to review, the important parts is going are easy to find.

In the week five, I have learned paraphrasing. As Oshima and Hogue (2027, p.93) stated, *“paraphrasing involves expressing ideas a source using your own words, without changing the intended meaning”*. I found this very difficult for me to express what I want to say in my own words. At times, I also struggled to fully understand the meaning of certain phrases, which made it even more challenging to rephrase sentences structures. I tried to find similar and synonyms words to avoid plagiarism, which also made me feel nervous. Unfortunately, I did not achieve the score I was hoping for, as anxiety during the exam affected my overall performance. Despite these challenges, I recognize that practicing paraphrasing is helping me gradually improve my writing and comprehension skills. 5 ways of paraphrasing...

3. Conclusion

In this report, I have been able to develop my English skills, including writing, vocabulary, reading. In the next module, I need to focus more on reading because it will help me learn new words. Improving my writing and researching more topics in the business area will also expand my vocabulary and improving my academic skills.

I plan to create a better schedule that allows me to manage my studies effectively while also having time to rest. Instead of spending time on social media, I will dedicate more time to reading and engaging in activities that will benefit my academic development and I hope to feel more productive in my learning journey.

Regarding paraphrasing, I need to practice more because it will be essential in future modules and throughout my degree. I sometimes feel anxious when trying to put ideas into my own words, but I understand that my consistent practice will help me to do better. I also need to trust myself more and build confidence, which will support my learning and academic growth.

4. References

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