**Academic Skills Worksheet & Reflection Journal**

Format: Printable & Fillable | Length: Approx. 6–8 pages

# SECTION 1: Self-Assessment – Where Am I Now?

(Complete at the beginning of the course)

On a scale of 1–5, how confident do you feel in the following areas?  
(1 = Not confident | 5 = Very confident)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Skill | 1 | 2 | 3 | 4 | 5 |
| Taking effective notes |  |  |  |  |  |
| Paraphrasing without plagiarising |  |  |  |  |  |
| Using Harvard referencing correctly |  |  |  |  |  |
| Writing reflective pieces |  |  |  |  |  |
| Structuring a critical essay |  |  |  |  |  |
| Using the PEEL paragraph method |  |  |  |  |  |
| Planning a dissertation or research project |  |  |  |  |  |
| Preparing posters or PowerPoint presentations |  |  |  |  |  |
| Critically evaluating academic articles |  |  |  |  |  |

Reflection Prompt:  
What do you most want to improve during this course?

# SECTION 2: Guided Practice Tasks

✍️ **Task 1: PEEL Paragraph Writing**

Choose a short topic from your field (e.g., "The importance of communication in healthcare"). Write one PEEL paragraph.

Point:

Evidence (reference in Harvard style):

Explanation:

Link:

🔍 **Task 2: Article Critique**

Find a peer-reviewed article from your university’s library system. Answer the following prompts:

What is the research aim?

Is the methodology appropriate?

What are the strengths of the study?

Are there any limitations or biases?

How does this relate to your subject area?

🧠 **Task 3: Paraphrasing Practice**

Original text (select one from an academic source):

Paraphrased text:  
Citation (Harvard style):

📌 **Task 4: Build a Weekly Study Timetable**

Use Trello or Google Calendar. Screenshot or print your weekly schedule and attach here.

What have you included?  
📚 Study blocks  
📝 Assignment planning  
🧘‍♀️ Breaks and wellbeing time  
💼 Work shifts (if applicable)

SECTION 3: Dissertation Planning Tracker

**Use this Gantt-style table to track key stages.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dissertation Task | Start Date | End Date | Completed (✓) | Notes |
| Finalise research question |  |  |  |  |
| Conduct literature review |  |  |  |  |
| Draft methodology chapter |  |  |  |  |
| Data collection / Analysis |  |  |  |  |
| First full draft |  |  |  |  |
| Final editing + submission |  |  |  |  |

# SECTION 4: Presentation Planning Template

Topic:

Main message or research question:

Slide outline (use bullet points):

- Title

- Introduction

- Main point 1

- Main point 2

- Visual/Chart

- Conclusion

- References slide

Do you need to practise your delivery? Y/N  
If yes: When will you rehearse and with whom?

# SECTION 5: End-of-Course Reflection

What academic skill have you improved most?

What new skill or tool (e.g. Zotero, PEEL, Gibbs) have you found most useful?

What academic task are you now most confident about?

What area do you still need to work on?

Write a short statement about how you plan to apply these skills in your next assignment or term:

# ✅ Final Action Plan: My Academic Success Strategy

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Action I’ll Take | Deadline | Support Needed |
| Improve paraphrasing | Attend paraphrasing workshop | This week | Writing centre tutor |
| Start dissertation planning | Meet with supervisor | Next Friday | Supervisor guidance |
| Use referencing software | Download Zotero and practise | Today | Online tutorials |