

EMPLOYABILITY AND ACADEMIC SKILLS

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Introduction

One must focus on being an excellent student to excel in the challenges and be ready for higher studies. A good student is defined by excellent academic skills and practice that will help them to achieve their goals and show the potential to the fullest (Cotronei-Baird, 2020). The old saying is that no one can snatch one thing from us, and that's our skill and knowledge. Whatever we learn remains for the rest of our life with us and help us escape through the hard times to grow. These skills are transferred to our future works and reflect our capabilities.

Academic skills are the concept for developing each student in their better version to help them become more productive at work or studies. Being a skilful learner at university level help me in achieving the goals better at the research level.

It develops the ability of critical thinking and helps to increase concentration. Fruitful work provides better productivity and profitability. An efficient piece of work is more effective at convincing the inspection authorities. The core skills ranging from independent writing to researching the plots tightly pin down some other underlying complex skills like management and understanding too.

So, one should look forward in their life to be well performed in academic skills.

Findings and Analysis

Description of my situation

I started as an average student. I was inferior with writing skills since very first. In my school days, I used to skip literature and writing projects. I was not even concerned about the reduction of marks for that. I was so self-centred and only focused on very fewer subjects. I used to waste my time on other fun things rather than upgrading my skills or studies. This all was not so necessary for me unless I came to know the importance of communication and academic qualifications in the real world.

I was unable to think critically and for a long time on only any topic. I was more like a robot who can be programmed only for tasks and will do adequately when given the correct input, but now I know very well that the world doesn't work in that way. My concentration level was shallow and was unable to look for the given topics by myself. It had been a tough time for me to reach till now, so I thought of upgrading myself and have fewer problems shortly.

SWOT analysis

For academic and employability skills

Academic skills

Strength

After the training, I found myself good at understanding the topic given for work. Now I can analyse anything to its deepest root because I know the techniques required to do so. I relate many relevant questions with the given data to find something more productive out of it. This increased my capacity for **critical thinking** (Di Gregorio *et al.*, 2019). I can spend a long time thinking about the speciality and critical points of a given project while enjoying my daily life quickly. I have acquired the skill to fit the requirements in my mind and to manipulate myself to work hard on that given topic.

The best thing about being able to write is that now I can pen down my most profound relevant information with those given points too in the project that will reflect my speciality among others and will help me to shine out among many other students (Jewell *et al.*, 2020).

Weaknesses

My sole and only flaw is **laziness**. I feel a lack of enthusiasm and spirit before doing anything. I find everything useless at my first glance most of the time and escape from involvement in any kind of work unless that's forced upon me. I work mostly under pressurised conditions, and that severely also affects my health. The habit of working under pressure sometimes helps in

developing anxiety within me, and that causes some tension out of nowhere. As soon as the work is done, I become beautiful with the old happy, healthy attitude.

I spent more than required time on making the framework of the project given. I need to acquire some fast thinking skills. I work good and in the right direction, but the consumption of the extra time leads to harsh situations. Sometimes this leads to depression in my mind too.

Opportunity

The accurate information about my work from reliable sources helps me a lot with my work. Whenever I find nothing in my mind about any topic or work rather than working on it blindfolded, I go for acquiring some **true and fruitful** knowledge about the subject. Once I am done with the understanding of every aspect included in the topic, it's an excellent opportunity to find the equally knowledgeable person to discuss it. This helps in building the concept with a new image and more conventionally. Once the description of every part of the topic is available in your mind, it is easy to reconstruct the bridge of framework for writing upon it and to modify it from time to time for better results. This increases the ability of critical and to the point of thinking (Pereira *et al.*, 2019). Once the concept is ready, it is super easy to pen down it quickly in my own words.

Threat

The only fear that continuously staggers me is to avoid **plagiarism**. I work hard to make my content that will show my incredible capacity of doing something apt and appropriate, but when it matches with someone else's work, I feel a little bit annoyed at that time. Though, it is satisfactory in one way that I was working in the right direction as I was not alone to think so or have such different opinions about something. But sometimes it is equally irritating as one might give credit to other ones for my own words. This is a real treat for me, and so it also prohibits my interactive discussion about projects within the conventional group. I feel insecure about my hard work and continuously explore the fear of not being appreciated at the peak point. The real threat for me is to present myself differently and more accurately to the end concerning others.

Employability skills

Strength

I consider that my **writing skills** have improved over time. As whenever I see myself from the starting of the journey, I find an immensely considerable change in my version to tackle writing on projects. I can convince people for projects through **oral – communication** according to the requirement. Now I am good at managing brief or long conversations about any relevant topics of my work.

Moreover, I use my writing skills to impress the required person. This has collectively made me a more **responsible and hardworking** person in daily life. I work hard a large number of times and money to improve my skills and do better. I choose extra work and take targets to complete before the deadline set by me on my own. I keep testing myself from time to time for better focus, increase in knowledge and profitability.

Weaknesses

My sole weakness in this sector is to **adapt to the change** from time to time. I am more like a lazy person, and that pushes me back from getting out of my comfort zone. In such cases, the new type of work and projects give me a little bit of a headache. I like to be within my boundaries. This is also time-consuming, and that leads to conflicts in my mind overtaking the project in my side or to hand over it back. I like to spend my life in a scheduled way and in that case such new projects are the sleep disturbances.

Moreover, there is also a concern over my performance for the new type of work or projects. That might be my poor section of work and attach unpleasant experience to the customer from me.

Opportunity

In such hard times at work, having the best reliable team is the best opportunity. **Connective teamwork** on any subject makes it better and appreciable. A skilful and talented team not only

reduces the time of accomplishment of the project but also helps by minimising the stress (Rajan and Pandita, 2019). As when we are working in a group, sections of work are divided, and each of us has fewer things to deal with which suit well with one's working style. The collaborations also prove to be useful at the time of taking risks in new sectors. They provide a sense of belief and help if genuine. The work is done with sincerity and dedication in the right direction always brings integrity and prosperity for the company and the workers.

It's also a great experience to work successfully in new sectors and raise the bars higher.

Threat

Though it is good that the world is increasing in every field and adopting new measures to deal with problems, the **technical upgradation** troubles me a lot. One can find this refreshing as the latest technologies help to make the work easier and consume less time. The fast service is beautiful and useful, but the replacement is quite disappointing. First one will have to adapt with the new latest trending versions and that machines are being so capable that at a time they can snatch the human jobs too.

A machine alone can do work for a lot of humans, and this is undoubtedly going to reduce people's interactions (Skoyles *et al.*, 2019). Also, the recession will hit hard on the marketplace. The new software solution, coding languages etc. are excellent and productive but annoys me to learn again with the same dedication again and again. So I feel the rapid technological growth is both dangerous for nature as well as humans.

Time management tools for my situation

Time management tools are a way through which we can manage our time most effectively and in a very efficient manner. We make sure that the available time does not go waste; we have to utilise our possible time very productively (Tang, 2019).

As I described above about my situation, the best trick to manage time for someone like me is to **make a daily routine** and follow the schedule strictly. No matter what, train our mind to learn to

overcome the situations and be helpful. Also, I felt that time is like a precious stone, so it must be appropriately utilised unless it can cause significant harm to us in our future or present. For this purpose, I have used **Asana tool** to manage my time. It is straightforward to apply and simple to use. It helps me to solve the complex projects also.

So manage to add some extra time for your personality and working style development.

Academic progress

Beginning of the module

When I started as a student here, this all was very tough for me and quite next to impossible as I had never tried to module myself in that shape. I always skipped the tasks that had been in the primary curriculum of the course and was never sure of trying to acquire knowledge and skills for better performance in those sectors of writing, thinking critically and solving various kinds of problems. The new tasks with limited time used to give me unconscious sensations before this course.

End of the module

I feel more confident and personable now. I can handle tasks related to essays or assignment writings very well now and have a good record in class too. I have been participating mostly currently in each activity and feel connected with everything carefully. Now I don't feel left out and consider myself a large part of the world. I can take responsibility and conquer with new risks. I am not afraid to take challenges now. I feel like this is my passion now to do something new and do it excellently beautiful.

Conclusion

This study has concluded my academic and employability skills. I am happy to do this project and express my gratitude to the professors for helping me in a better understanding of the role.

This work has created immense knowledge within me, and I look forward to applying those in my work life. A suitable candidate can do well to a whole community. I would love to thank the accurate resources and my friends to help me with the challenging questions and to tell me the best measures to present the assignment.

This is a lifelong experience project for me to help me through the difficult choices of the work field. This made me realise how important it is to be a better version of ourselves daily to conquer with the present rapid growing world.

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