

SANUFATI (2010125)

Academic and employability skills

Introduction

First, I would like to share some of my time management, paraphrasing, academic writing, and online learning. I am grateful to have had this opportunity, and I am eager to learn and practice more of these skills. The insides to be explained are how I use time management to help organize my calendar in terms of studying and working at the same time. I discussed other skills such as online learning, paraphrasing, and academic writing, which had a significant impact on my learning over the last few months. I discovered things that I was unfamiliar with, such as paraphrasing, which I am grateful for discovering.

Time Management

I used to spend my time wisely before I started this program. When I started this, I learned more about time management in terms of using a calendar to manage my time. I can schedule the things that are most important to me, or at the available time anything that I get scheduled later in the day which has a greater chance of getting hindered put off, and never gotten forgotten as of late got this one to work from a schedule rather than

a plan for the day. What I find helpful is that schedule drives me to reevaluate my work from assignments to time units. It is a minor change, yet it expands the shot at completing things. Fundamentally, a plan or day is where you list and characterize what your exercises are, while a schedule is where you distinguish when you will do those things and how long it is expected to take to complete them.

I always repeat to myself one of the best times is when I complete my weekly schedule and consider that my assignment has been completed before a deadline that makes me feel less liable. I am grateful that I learned how to use a calendar to help with my schedule I can see as time management, self-management, and the skill of making smart to accomplish set up a goal for my it is about working smart and not simply hard strategically determining how I am going to achieve a success and having enjoyable time management gives me extra time to spend in my daily life and enjoy having more time to spend on my hobbies or other personal pursuits (Ye-Chen, 2008).

Time usage instruments I have been using are:

- . Weekly calendar
- . A diary to write down my weekly plan

- . Going back to my daily calendar
- . Put up reminders on my phone to keep in mind
- . Remembering myself to overschedule my week
- . Focus on one task at a time
- . having a time check

Conclusion

Using time effectively comprised of a few pointers. Exercises like arranging, putting together, preparing, and controlling time usefulness are endeavors to oversee time or use time effectively. Hasan Al Banna cited that time is life and has a worth that cannot be coordinated by any property. Time is a second that its reality should exploit time can tire for the individuals who use it, and time cannot be supplanted because time is running and rolling. Using time productively is additionally significant in acknowledging hierarchical objectives where individuals and assets should be arranged coordinated and controlled. Board of action required anticipating the exercises to be completed. As per R.

Schermerhorn in Kho arranging is a cycle of defining and deciding objectives (B. K

Peranakan ho, Pinterian 2016).

Paraphrasing

I did not feel confident when I started learning about paraphrasing, I do not understand what is paraphrasing I was not familiar with it learning more about it now I am able to understand what is paraphrasing mean and stand for learning about it what is going to help me in life to example using other people ideas and give them credit. In my understanding of paraphrasing examples, you are putting things into your own words, but you will be including more details usually you are paraphrasing only a few sentences rather than whole articles. Paraphrasing is important to have an idea of using somebody is work but the most important given them a credit of their work and read their work and understated what they return and is it important to use a keyword and a change a few words. In academic writing I need to be able to use other people's ideas to support my own (Bailey, 2000). Effective paraphrasing is fundamental to avoid plagiarism. Misleading many beginning academic writers is a change a few but not enough of the words leaving copied (Pears, R. and Shields, G. 2013). paraphrasing is a powerful means to further the

understanding of the other person and yourself and can increase the impact of another's comments. It can translate comments so that even more people can understand them. In the paraphrase, use some of the words that the other person used (Tim Berners lee 1989).

The importance of paraphrasing

I believe that reading the original source two or three times or until I understand it and make sure putting the original aside and try to write the main ideas in my own words and check my paragraphs as often as needed against the original for accurate tone and meaning Changing any words or phrases that match the original too closely. (Adrian Ridner 2003.) And then make sure what lookup dictionary words I do not understand, finding a dictionary is a helpful tool helpful I am writing because does helps me understand the words and meanings of words it can be when I am writing or paraphrasing. However, I am paraphrasing. I carefully read text that I when to paraphrase and highlight or write down the note in terms of phrases for that I can remember it (James Manktelow 1996).

Why is paraphrasing important?

Learners from plagiarizing as experienced writers who are familiar with paraphrasing techniques have been found to rely less on sources texts than their notice peers (see keck) paraphrasing can also show learners understanding of the source (keck Wette 2010) paraphrasing is not only a useful linguistic tool for learners to manipulate the language of existing to integrate into their writing but it is also a meaning-making process contributes to developing to content of their writing transformation this means that good paraphrases can unenhanced the persuades and the power of a piece of writing.

Conclusion

It is important because it can help me to get the idea of the written work in a better and more refined way so that they care about the meaning of it. It enables and highlights their skill of writing while remaining confined to the meaning of the original work (Even Williams 2012).

Academic writing

For me to understand more about academic writing I need to be able to develop good academic writing by paying more attention to lectures and getting feedback on reading. It is going to help me develop a better reader and apply the tools that I am learning going to

achieve a lot of things in future. To be able to complete academic writing them I need to focus more on my academic writing example me have might and have issues explaining my ideas or building coherent sentences them I heehawed express myself academic writing provides a base for communication even if I am having work on my improving in writing abilities. And for me to have good academic writing is to be a combination of different doctors including proficient reading comprehension and sentence building and learning how to put these and more together will produce good academic writing content.

IN my learning of academic writing is when you are kind of writing that I did to do like example academic writing is different from creative writing which is the kind of writing that I do when you author stories. It is also different from personal writing, which is the writing you do when you are writing letters or emails to friends and family. Creative writing and personal writing are informal in they may use slang abbreviations and incomplete sentences. However academic writing is formal so writing should not use slang or contractions. Also, you should take care to write complete sentences and organize them in a certain way. My biggest bit of advice about analysis is not to do it all in your head. Analysis works best when you put all the cards on the table. Identify and

isolate the parts of your analysis and record key features and characteristics of each one.

As patterns emerge, you sort and connect these parts in meaningful ways. For me, I have always had to do this recording and thinking on scratch pieces of paper. Just as critical reading forms a crucial element of the literacy task of a university writing assignment, so too does this analysis process. It is build writing is not simply equated to thinking but it is more it is a rigorous process of thinking challenging ones improving their one thinking and correcting one thinking and putting these into a textual form so that the outcome of one thinking can be shared with others academic writing is a key skill to develop its applications go well beyond writing it is about shaping thoughts which are by nature complex and unorganized into well-structured ideas that make sense are easy to follow and connect with external elements such as the reader's experience or another article.

Conclusion

I do not believe that academic writing is an unattainable goal because I can get it with some more practice. Each essay that I am going to write for university is going to be around will get better with time and practice if I do not have any assignments, I am going to spin my free time writing so that I can get better at academic writing. the best way I

believe I will improve is to read a lot of books to be able to influence other people I must be able to communicate effectively my ideas to them my ability to communicate in writing I express myself when I am writing to them verbally .me expressing my ideas from writing it down I need to able to skills to writing academically.

Online learning experience

Today online courses are widely used in universities providing easy access to courses, materials, classroom discussions and feedback to lecterns. The course materials and activities may be accessed from any computer whether it is from the university or from the comfort of my own home I have few online classes since I have been in university and have benefited from these classes and from my example having to learn how to use technology and how to present in public managing my time. I have learned that to be a successful distance learner I have to be self-disciplined and able to work well on my own since I will not be physically going to class each week, I can take part in class from being self-disciplined will not constantly be there to remind you of assignments or of project deadlines. Other obligations may mean that I am not able to do the work as regularly as if I were physically attending class, it will keep up with all the work for the course.

Conclusion

I believe that the studies taken together indicate that students should take online classes for a variety of personal reasons. Several factors influence their experience, some of which are under the control of students and some of which are under the control of faculty. Students must balance work and family responsibilities, manage their time, and make personal commitments. In the absence of physical congregational prayers, instructors should work to establish a presence.

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