



Assessment Group 2

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Introduction

Managing various skill sets and using them into enhancing one's academic ability is one of the sincerest efforts that a student can opt for in his/her life which remains beneficial throughout the career that he/she would be opting for in the future. Apart from this, the more qualified they become in terms of using these skills the better personality they manage to create within themselves which ultimately makes the world around them a far better place to thrive. By implementing these qualities, a person can mitigate the shortcomings that usually create several predicaments in student life and usually get carried forward to professional life while affecting every phase of life by reducing a person's full potential. In sum, with systematic skill-based education, a student gets allowed to actively participate in a method of learning which teaches him/her to gain more knowledge and experiences regarding these skills in comparison to passively listening or memorizing a chunk of information.

This report will attempt to address the four important skills – Time management skill, Teamwork skill, Paraphrasing/Summarizing skill and Analytical/Critical thinking skill.

Time management skills

Time management refers to the method of balancing and planning time among different activities. Effective time management helps to complete the task within a specific timeframe. Time management skills help a person to use time effectively and to grasp desired results. For effective time management, individuals shall have the capabilities of an organization. Staying organized helps to track responsibilities such as what is needed to be done first and so on. The individual shall also have prioritization ability. When a person prioritizes their daily tasks then it becomes assured that the important tasks shall be completed first. People can categorize the task as an "A level task" which shall have major consequences if they are not completed quickly, a "B level task" that are activities that can have little negative consequence if not completed quickly, and a "C level task" that shall no consequence if not completed on that day (Indeed Editorial Team, 2022). People can also develop a "to-do" list to prioritize their tasks so that at least crucial task is completed within the expected time. Students, employees, and every individual shall have these attributes to manage their daily activities and time accurately. Delegation is also crucial in time management. Task delegation helps to handle multiple tasks simultaneously. For example, managers can delegate a task to subordinates (which is suitable for

them) so that the task can be completed on time and the manager can have time for more important tasks.

The relative importance of time management for students

Time management is challenging however, the skill is important to become successful in academics. The skill can be improved by preparing a work schedule, setting boundaries, fixing deadlines, setting long and short-term goals, and prioritizing assignments. Adams and Blair, (2019), have mentioned that time management is also important for students to enhance their academic performance. Accurate time management helps to reduce anxiety levels as the ability helps students to complete their assignments on time and to have academic and personal life balance. The article included a "Time management behavior scale" and explores the "self-reported time management behavior" of undergraduate students. Regression analysis, correlation analysis as well as the model reduction was used to determine the aspect of time management that student exercised and the practice which was linked with higher grades. The results reflected that many students found it difficult to balance their daily lives and studies however, the students who have control on time had a "cumulative grade point average". Students who prioritize their activities and set goals for completing their assignments have greater time management skills and higher academic grades.

Importance of time management for future professional work

It has been noticed that rapid changes in the business market is going on from the perspectives of technology, globalization, and demographics, and is has considerable implication for worker and work. Claus, (2019), discussed that the modern context and changing business market and business demands need enhanced skills from the employees to streamline organizational operations. Employees need certain interpersonal skills such as communication, time management, decision-making, problem-solving, and others to satisfy the customers as well as employers. However, the article has mentioned that time management is one of the most needed skills as it helps employees to complete the projects on time, and maintaining the project schedule is one of the attributes that satisfy the clients. It also helps the organization to enhance its client base as well as to get competitive advantages. For example, employees who schedule their tasks based on priority and set deadlines for each task are known to complete the tasks

effectively and on time. Such attribute helps the organization build its reputation. Thus, the article has mentioned that students shall be taught about time management from the initial stage only so that it can help them in their future professional life to complete a task successfully and on time.

Teamwork

Teamwork refers to a group of people working together towards a similar goal although, there can be differences in responsibilities among the members. Skyberg and Innvaer, (2020), collected data from 14 observations and includes 18 in-depth interviews to understand the concept of teamwork. The findings discussed that teamwork has three dynamics including- **assimilation** which refer to adapting the works of others, **segregation** -where professional roles are separated, and **integration** which refers to the interlinking of professional roles. Thus, it can be comprehended that teamwork can be defined where two or more people (who are forming a team) adapt each other's work but the roles are separated and the task is interlinked from professional perspectives.

Importance of teamwork

Teamwork is also an important skill for students to learn for their future professional lives as organizations hire teams that are adaptive to meet complicated market demands. Murzi et al., (2020), discussed that in educational programs, students are asked to work in teams. They are given group activities such as group projects, group presentations, or recreational activities such as team debates, role plays, and others to teach them academic lessons as well as the ability to work in groups. Moreover, students also work accordingly to learn new skills and achieve higher grades. The purpose of such activity is to adapt and work as a team as it prepares the students within a “teamwork training model of work” and they learn to manage large teams in the future. It enhances their ability to work in a team or to handle teams thus, their future professional skills related to leadership or working as a team member enhances. The article included quantitate data, inferential statistics, and descriptive statistics and mentioned that the teamwork model structure to train the students are effective to teach students to work in teams and to overcome potential challenges for example, challenges related to cross-cultural teams. Students reported through semi-structured interviews that they reconcile teamwork as a required skill and future

professional competency and the team working activities help them to learn how to work as a team and it shall help them in the future to adapt in any team and to reflect their best potential.

Schmutz et al., (2019), investigated the relationship between team work and performance. The article included the research design of systematic review and meta-analysis. The research reviewed 2002 articles and 31 articles were included in the meta-analysis. The findings mentioned a positive relationship between team work with performance. Thus, organizations shall include approaches that improve teamwork to benefit the organizations. In the majority of organizations, tasks cannot be completed single-handedly and teams are required to complete the entire task. Collaboration and communication within the team are needed to complete the task successfully and to enhance performance. The article mentioned that organizations shall arrange for training that can develop team working ability of employees, for example, they shall arrange for communication exercises within a team to unite the team. Moreover, cross-cultural adaptability training can be arranged as the cross-cultural team reflects more creativity as compared to homogenous teams. However, it has been noticed that many employees struggle to work with culturally different members who have different experiences, knowledge, background, and perspective and it often gives rise to internal conflicts. However, accurate training shall help employees to adapt to every team and it shall reflect creativity and increased performance.

Paraphrasing and Summarizing

Summarizing is all about recomposing a piece of text in one's own words without omitting important information yet reducing it by re-stating just the basic idea and the thoroughly connected supporting points without merely imitating the primary text. Summarising requires proper attention, individual interpretation, and proper academic understanding to jot down key points so that one can collect basic materials from a source text without copying its distinctive identity by copying blatantly. Paraphrasing, alternatively, denotes restating, evaluating, and rewriting something by employing one's own vocabulary, churning out the same amount of detail that the source possesses. It usually comes at roughly around the same length as the original and it remains equally relevant in almost every phase of life (Trentu.ca, 2023).

Relevance in the Academic Life of Students

Now, in order to understand the importance of Summarizing and paraphrasing, it must be acknowledged that any kind of interpretation is primarily based on these two skills for which it qualifies itself to be one of the most crucial elements that a student must practice. As for describing paraphrasing as a concept, Papoyan (2021) asserts the definition relating to foreign language learning mechanisms where it becomes quite obvious that the student, by using this skill, is actually being able to not only understand the basic idea that is being taught but also ensures the fact that he/she can properly interpret the idea of the primary source without missing out on any relevant section as a whole. Moreover, paraphrasing becomes extremely beneficial for students in terms of understanding a complicated idea since, while paraphrasing, they are literally conveying, restating, and restructuring their own perspective regarding the matter using those words and syntaxes which they prefer to be the simplest. That is why, it becomes the easiest way to digest freshly brewed content which otherwise might have become too complex to go through. On the other hand, Azis et al. (2019) in their study concluded that students' skills of summarizing might be affected if the purpose of the author in the primary text remains unclear, or if they fail to jot down the key points that are being discussed in the primary text, or the relevance of the basic technical terms and keywords remain unrecognized. However, it is also a positive outcome as far as using it as an academic skill is concerned because then, students can easily identify the areas in which they need to work upon or pay more attention. Moreover, it could also be beneficial in terms of analyzing a massive text and might be helpful in terms of memorizing data and other pieces of information, if needed. Hence, decoding and elucidating an idea for a better overview is practically impossible to attain without applying these two strategies tactfully, and therefore, students must be careful about sharpening these two academic skills as per their needs.

Importance in professional World

In order to talk about interdisciplinary collaboration skills, Vance and Smith (2019), discussed the skills of paraphrasing and summarizing a concept by linking it to the study of statistics that when a domain expert answers a series of questions, it is the duty of the statistician to listen to the domain expert so that he/she could be able to understand the basic content of the response, paraphrase it for clarification and summarize it to solidify the content in a more concise manner. Thus, it can be understood that just like the significance of paraphrasing and summarizing in the

academic phase of life, this skill remains relevant in almost every field of job, be it academia or corporate sectors, as it focuses on creating better explanations that reveal the individual capabilities and intellectuality of an employee which enables the organization to understand his/her full potentiality.

Analytical and critical thinking

Analytical and critical thinking is an easily acquirable as well as extremely transferable skill set that remains crucially essential in almost every arena of life that a person comes across. Becoming and being an analytical and critical thinker is the ability that permits an individual to strategically and effectively navigate through the world. It can be said to be the second step that comes after paraphrasing and summarizing a set of information or an idea gathered from the source text and using all the compiled concepts to synthesize pieces of information and evaluate it as per needs. Such a thinking pattern results in designing relevant questions and reflecting one's own interpretation with all its individual uniqueness (McGill.ca, 2020).

Importance of Analytical and critical thinking for Students

The skill of thinking in an analytical and critical manner, according to Mahanal et al. (2019), can be helpful for several students to deal with social, scientific, as well as practical problems with utmost efficiency and creativity and therefore, through exercises as well as simulations can be applied to various problem-solving methods for attaining better sincerity. Analytical and critical thinking skills are valuable assets for any student, as teachers or any mentors typically appreciate trainees to initiate such thinking patterns so that he/she can learn how to correctly assess a situation and create innovative recommendations to mitigate the emerging problem with logical resolution. Bezanilla et al. (2019) in their study discussed that the methodologies that are usually incorporated into the curriculum to develop analytical and critical thinking in students focus on oral and written communication, reading and text analysis, writing reflection and argumentation, and analysis and synthesis of various resources. It also teaches the value of time management which is a valuable resource, and a student should learn to conclude a proper solution with utmost urgency and by spending a minimum amount of time, so to speak. Also, if students be able to make appropriate decisions without having constant supervision, it will be beneficial for both the teacher as well as the student. Critical thinking would also make a person understand the

value of teamwork while teaching him/her the importance of maintaining one's distinct thought process while working co-dependently.

Relevance in the Professional World

Having such skillsets as analytical and critical thinking makes a person more eligible for any job profile as more or less every profession seeks such an ability when hiring a new staff member in the institution. Now, as it can open up a variety of career paths for any individual, student mindlessly seeks for paths to sharpen these skills to gain the utmost benefit out of it despite being aware of the fact that it needs extremely inward and personal training to trigger the ability to analyze and dissect a concept by employing one's own individual thinking pattern. Developing cognitive reasoning skills is extremely needed in order to eliminate prejudices and personally biased practices in any profession that depend on complex decision-making. Sectors like healthcare, Human Resource Management, or Academic research remain highly committed to verifying this skill in selecting new recruitments because, in such sensitive fields, even minor errors in judgment can lead to severe and fatal consequences to some extent. Thus, it must be understood analytical reasoning and critical thinking among the employees ultimately help the entire organization to obtain, analyze, and use acquired knowledge, facts, and data from various sources to derive logical thinking through which the entire organizational goal can be achieved.

Conclusion

Influencing a student to use his/her skill set for academic or professional success actually calls for presenting a study through which he/she can understand the importance of these qualities on his/her own. While time management is something that reflects the value of each minute in terms of taking a vital decision, teamwork shows the amount of effort it takes to function in a group and attain a better outcome as a whole. On the other hand, as paraphrasing and summarising unfolds the importance of remaining crisp, clear, and concise, analytical and critical thinking enables a person to use the cognitive reasoning that is the most valuable power that human civilization holds in comparison to other species. By analyzing the value of these skills, one could actually acknowledge the amount of possibility that each of these qualities holds and would automatically try to use them in his/her own life without any doubt.

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