

LCBB4006 Academic Skills

Assignment 1: Identifying Skills

Student Name: Vanessa Daniela Popescu

Student ID: 2217243

Contents

Introduction.....	3
Short summary and importance of the skills in the chosen published source.....	3
The way i can improve my own skills using this source.....	4
I evaluated what I learned from this source	6
Conclusion.....	7
Reference	8

Introduction

Academic skills play the most important role in one's lives to succeed in an academic setting. These skills are the abilities, techniques and habits that give a person a leg up in the job market or in academia. Moreover, academic skills also help to make a student proficient in technical subjects such as math and science, make good presentations, think critically and improve study skills. In fact, acquiring these skills is very important, because it will make me productive in university and ahead of others in the workplace. Also, at the time of entering the workplace, besides acquiring the certificate, any company would be interested in hiring me. For example, good study, good presentation, quick processing of information, critical thinking and time management are very beneficial for all people's career. (Haber, 2020) That's why developing academic skills can help people improve their overall performance in the future. This assignment will be evaluative on presentation skills, critical thinking and study skills. I think these three sources are very useful for me and I believe they will help me a lot in the future.

Short summary and importance of the skills in the chosen published source

Presentation skills

Presentation refers to communicating with the audience and conveying the message clearly. Basically, presentation involves the audience. So, presentation skill is a skill that enables a person to do the job. (Lock and Rugara, 2022) A good presenter is needed for persuasive work in any company or organization. Nowadays, there is a lot of competition, and a good presenter is in high demand. Because one who is good at presentation can easily convince the clients and understand their mindset and needs easily. At the same time, a good presenter is able to maintain a good relationship with the employees and fulfill the objectives of the company or organization. Can plan with them and understand employees' point of view easily.

Critical thinking

Critical thinking is a process of analyzing information to reach a specific conclusion. Simply put, thinking about something is critical thinking. Again, a domain-general thinking skill is called critical thinking.(Cottrell, 2019) Critical thinking skills are of immense importance to enhance advancement in the workplace and to stay ahead of others and solve problems as quickly as possible in today's competitive era. This skill is essential for whatever profession a person takes

up. As time goes on, these skills will become more valuable and those who can acquire these skills will be far ahead in the workplace.

Study Skills

What helps a person to retain information, to study is basically called study skill. Also, study skill plays an important role in remembering reading. This is even more important for those who dropped out midway but want to return or who want to pursue professional development. Study skills are not only useful at a particular time, they are necessary for a person throughout their life. Study skills strategies help a person understand all types of information involved in a subject. Given the above, to develop self-motivation, to improve organizational skills and to increase the focus of a student plays the most important role in learning.

The way I can improve my own skills using this source

First, good study skills increase a person's self-confidence and competence. Therefore, study skills play a helpful role in increasing self-esteem. (Bradbury, 2006) Good study skills help a student reduce anxiety about exams and deadlines. In fact, if a student can develop effective study skills, he can spend more time on other things.

Second, presentation skills play the most important role in helping a student or individual to generate innovative ideas. As a result, he can easily create creative slides to impress the audience. This enables him to make an engaging presentation and grab everyone's attention. In addition, it can increase a student's confidence and it can make him a better presenter in the future.

Third, critical thinking helps people realize and understand their own goals. If a person wants to be successful in the future, either in business or in education, then critical thinking skills are very important for him. (Siegfried, and Colander, 2022.) Also, acquiring this skill is necessary to deal with any bad situation and for personal growth and happiness in future.

I think it is very important to be able to reflect over your own personality and to be able to analyze yourself. Therefore, below is my personal SWOT analysis, which helped me to find out my deficiencies in various skills.

Strength (what can I do well?)	Weakness (where do I need to improve?)	Opportunity (what kind of things can I do based on my strength?)	Threats (Where can I use my strengths and talents more productively?)
• I can speak well in front of everyone. • I always note down important tips in class. • I can solve any problem quickly. • I can think logically. • I can easily understand the audience during presentations. • I can organize and explain my topics in front of the audience in a short time. • My present intelligence is very good.	• I can't stay focused for too long. • I am impatient. • I can't think straight. • I can't get along with everyone. • I lack technical knowledge.	• I can get personal help from teachers anytime outside class time. • I may take help from graduate colleagues for proof reading. • I can use technology like recording device during the lecture, which will increase the learning efficiency by listening to it again later. • I have many good friends, who I can practice	• I can use my strengths to improve my presentation skills, critical thinking skills, chapter skills. • I can succeed with my personal relationship. • I can choose a job in my dream country, according to my choice and convenience. • I can work in different companies or organizations. As a result, the above skills will increase by gaining my experience.

		presenting in front of. • I can read various creative books to develop critical thinking.	
--	--	--	--

If I want to overcome weakness in presentation skills, first I or any person should practice speaking in front of others. (Byrne, 2022) Alternatively, the use of more visuals in presentation can be helpful and the most important thing is to be enthusiastic and engaging to improve presentation skills. To develop critical thinking skills one must be self-aware. Then one must acquire the ability to understand mental processes. Besides, forming an effective team should develop the habit of creative thinking. Adherence to certain steps can improve study skills. By developing the habit of continuous reading while studying, studying attentively, taking notes regularly, I can improve my study skills.

Evaluation of what I learned from this source

From this source, I learned how to think critically and got a better understanding of presentation skills and study skills. (Lee and Liu, 2022) I also learned what these skills are useful for and how I can use them in the future. In today's competitive era, I need to master some skills to survive in the workplace and stand out from others. Moreover, I got ideas from this assignment on how to improve my study skills and I found out that the key topics I need to focus on to improve my presentation skills are enthusiasm and honesty and, at the same time, being focused on the audience plays also an important role. Finally, to be a successful presenter I need to be personable and well-spoken. However, I got ideas through SWOT analysis on ways to improve presentation skills, critical thinking and study skills.

Conclusion

Presentation skills, critical thinking skills and study skills will put a person ahead of everyone else in the job market or workplace. Therefore, a person should improve these skills. Being able to create curiosity in the audience, not exceeding the time limit and using fluent language are effective presentation techniques. To improve presentation skills and critical thinking skills, one should follow the techniques involved and to increase study skills, data-based studies should be done. This assignment is very important for those who want to improve their skills and to be successful.

Reference

Bradbury, A. (2006) *Successful Presentation Skills*. London, Kogan Page

Byrne, C., 2022. What determines perceived graduate employability? Exploring the effects of personal characteristics, academic achievements and graduate skills in a survey experiment. *Studies in Higher Education*, 47(1), pp.159-176.

Cottrell, S. (2019) *The Study Skills Handbook*, 5th Ed. London: Red Globe Press.

Haber, J. (2020) *Critical Thinking*, London & Cambridge, MA: MIT Press.

Igwe, P.A., Lock, D. and Rugara, D.G., 2022. What factors determine the development of employability skills in Nigerian higher education? *Innovations in Education and Teaching International*, 59(3), pp.337-348.

Lee, Y.J.J. and Liu, Y.T., 2022. Promoting oral presentation skills through drama-based tasks with an authentic audience: A longitudinal study. *The Asia-Pacific Education Researcher*, 31(3), pp.253-267.

Siegfried, J. and Colander, D., 2022. What does critical thinking mean in teaching economics? The big and the little of it. *The Journal of Economic Education*, 53(1), pp.71-84.