

Academic and Employability Skills

Module number: BMSW 4001

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Introduction

Academic and employability are very important for the students due to their future, and it gives them opportunities to fulfil future expectations through their skills and knowledge (Osmani *et al.*, 2019). Academic and employability include critical thinking; problem-solving and strong work ethics within the organisational structure. These skills are helpful for future opportunities and learning throughout growth. The report will discuss Time management, academic writing and referencing within the personal Reflection, and it will analyse the experience of time management, writing and referencing within the module. These skills are fundamental within the employment and organisational behaviour, which leads to the knowledge and opportunities throughout the skills.

Main Body

Model of Reflection – Gibbs Model

Time Management is critical in life and career due to punctuality and many more opportunities; time management also leads to growth and success in the career path (Sahin, 2019). As per the view of Holmes (2018) Academic writing is clear, focused and structured evidence, leading to clear communication throughout the understanding. Referencing is to understand the topic within the reference and evidence to identify the sources; it helps take knowledge and contributes to the different types of skills (Day, 2018). These skills can be identified within the personal reflection model Gibbs for considering the experience throughout the support. Gibbs Model of Reflection consists of six factors: Description, Feeling, Evaluation, Analysis, Conclusion, and Action Plan. These skills can be discovered throughout the experience with the Model of Reflection.

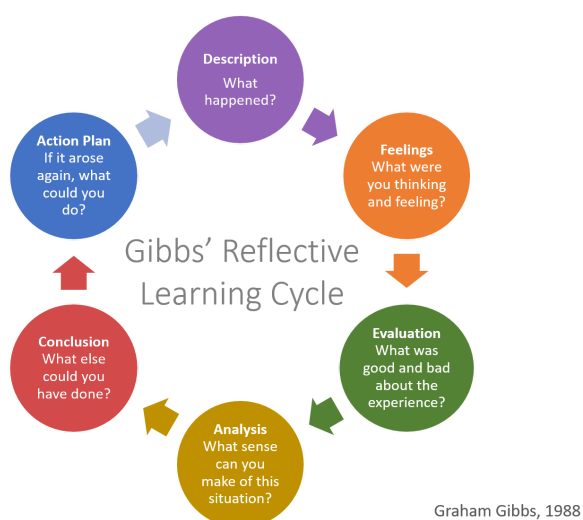


Figure 1 : Gibbs Model of Reflection

Source: (Assignmentstudio3, 2021)

Description

I was studying at the university; students' role depends on the work management and study material throughout the university. I had the experience that Student has to manage the time for every activity which is needful for the specific activities; there are different types of role and responsibilities throughout the university like managing the time, their working time, Managing studies and many more. In the view of Sainz (2019), **Time management** was crucial to managing the work situation and studies accordingly. It has been critically analysed by the Poe (2022) that time management leads to the crucial results throughout the workload. The **Organised study** needs to be essential in the case of time management, and the organised study is significant for good marks and feedback on the results. I have to manage the time for lunch, Studies, dinner, extra studies and activities to control the brain and many more.

In addition, I have asked for the report making for the annual project, which needs to be done with **academic writing** skills. I tried to write the report the first time, and the academic writing was very complex to understand within the first matter of time. I experienced this at the University Moreover, in the view of Sainz *et al.* (2019) **referencing** is the part of the report which has been asked for the report; the different type of referencing has been asked for the report making. In contrast with the argument Romero and Ventura (2020) to referencing that needs time to analyse the deep information within academic writing.

Feeling

In the University, It was very complex to handle the time within the lots of activities; the specific time for the individual activities was close to impossible. I understand managing the activities with **time management and organised study**, which needs focus and better sympathy. The time for the studies, different activities and extra marks studies are organised with the help of the organised study. As per the view of Sahin (2019), time management skills are very important throughout the studies and Future goals; it helps to grab the opportunities within the career path. Time management has created my work more organised and created the space for personal activities. It has been argued by Murashka (2021), that time management also unclear the target with the behaviour of Rush, which results in the opposite throughout the obstacles.

In addition, **Academic writing** has been given for the first time, and my classmates are also feeling indefinit to handle the complex academic writing within the university. I felt that academic writing is very complex to understand within the report, and I learnt about this

writing style for the first time to initiate the report. In the view of Holmes et al. (2018), the academic writing content is significant to understand and implement in the future; it holds the understanding and supports communication. My feeling about academic writing is complex due to the first attempt, and I learned about the different types of academic writing to explain the matter of understanding. It was very knowledgeable and focused throughout and also developed my creative thinking within the writing. However, it has been argued by Poe (2022), that Academic writing also collects too much focus and is time-consuming throughout the specific topic, which leads to unpredictability.

With Academic writing, I also learnt about referencing, which helps to identify the sources with a specific understanding of the matter. As per the view of Day (2018), **Referencing** is very important for academic writing, and it helps create an attractive report within the writing and helps to understand better. It helped to support and understand the particular topic and led to supporting evidence throughout the different opinions and arguments.

Evaluation

The experience of handling the task with time management was much focused and an outstanding experience throughout the studies. It helped me focus on multiple tasks throughout my studies. It also leads to focus on the organised study with the specific and individual study material. Time management also helps to organise my different activities to reduce the mess-up within my opportunities. The organised study and time management also allowed me to compete for some time, lower stress and lead to reduce the stress throughout the multiple tasks. As per the view of Fidalgo *et al.* (2020), Time management is beneficial for increased energy and leads to higher productivity throughout the work-life balance.

Another experience of Academic writing leads to research and creating an audience through understanding. Academic writing is one of the good experiences leading me to understand the research and the concept consistently and clearly. I experienced an understanding of time management within academic writing and contributed time throughout the referencing. Time management within academic writing is critical due to more focus and consideration of the formal ways. The referencing also helped me learn new things to identify the valid information about the sources and helped me research the valid information about the particular topic. As argued by Demirdağ (2021), time management can be hectic in the situation of a heavy workload and leads to the misunderstanding of the different types of activities.

Analysis

It has been analysed that time management is one of the essential skills for future opportunities and goals, leading to decision making, Prioritising and goal setting throughout the task and activities. In the view of Demirdağ (2021) Time management has different elements, including Planning, Prioritising and performing. However it has been analysed with the argument by Murashka (2021) Planning for specific tasks is essential in Time management; it also helps to understand the schedule within the planning and leads to positive planning. Prioritising is the central part of time management to know which task should be done first, which helps to maintain the task within the different types of schedules and tasks with the planning.

It has also been analysed with the specific experience that time management can be successful with performance and leads to productive work management. Time is to match the right task with the right situation, and it also holds the importance of the task within its decision-making power. The organised study can be done with the help of time management and increase the focus on careful planning. It also helps to create an organised way to manage the study material with note-making and learning skills. As per the view of Rahmawati *et al.* (2022), the organised way of study also gives the creative ideas to understand the different types of things and concepts within the studies at the university; the behaviour of organising also helps to maintain the future with the understanding of the concept however it has been argued by Oribjonovich *et al.* (2022) that organized way of working can be time consuming for the several tasks and activities which creates disturbance. The Opportunities can be easily managed in the different career paths and many more.

It has also been analysed that academic writing is one of the skills to understand the concept and consume the time throughout the right research skills; it also helps to get opportunities within the right time of consumption on the academic writing skills. This skill is essential in the other career to be more focused and structured with the back of evidence and supporting with the referencing helps to identify the significant sources which help to know the fundamental knowledge and developed opportunities. There are different types of academic skills like descriptive, persuasive, critical and many more, which help to understand different topics and matters throughout the purpose and features. Writing the academic style within the writing helps to produce, evaluate, and renovate the academic discipline that leads to the different types of opportunities to understand and enhance knowledge.

It has been analysed that academic writing and referencing is the part of the academic knowledge that creates learning success; it may enhance matters with responsibility and objectivity within formal communication and create a connection between the readers

throughout the deep and analysing study. The study matter and formal communication have been done with the help of academic writing, and referencing is used in the report to identify good sources and to think to understand the Report matter and specific topic (Pears and Shields, 2022).

Conclusion

Time management, Academic writing and referencing are directly connected; it has been concluded that the experience in time management and academic writing and referencing was exciting due to understanding the new things to manage these unique activities. Firstly, time management leads to understanding the value of time with the task and activities for Scheduling. It has also been analysed that time management has managed the time for studies and different activities with planning (Sainz *et al.*, 2019). It has been concluded that the experience of time management leads to the understanding of the activities to be managed effectively; it also holds the importance of the particular task within the studies and responsibilities accordingly.

It has also been concluded that the report-making experience enhanced my knowledge of academic writing and created responsibility within formal communication and understanding of deep concepts. Academic writing also helped within the experience that academic writing and referencing are critical in understanding the topic and research skills throughout the analysis (Poe, 2022). It helps to enhance my research skills within the study to discover new information with the sources and new ways of information. This information also leads to identifying the advanced knowledge within the experience.

Action Plan

From the above experiences, I will try to enhance my other skills like researching skills, analytical skills to encourage time management, decision-making skills and many more. I will create an action plan focusing on the skill that will be important in my career and study throughout the opportunities. These skills will be as follows: Research, Analytical skills, Time management, Planning and Prioritizing, Goal setting, Multitasking and Problem-solving skills. These management skills will increase my focus and improve productivity within time management; I will also be concerned about my studies with the organised study material and create the action plan for greater focus and more significant opportunities in the future. I will also enhance my academic writing and referencing skills to lead the formal communication and understanding for the reader in the case of any communication. This academic writing will also help me to focus on the individual searching and topics throughout the Flexibility and adaptation. My action plan will also lead to the opportunities and skills essential in the

future, and it will also help me to create good planning skills to manage my time over the task and activities.

Public speaking my presentation experience

Description:

I gave a presentation about Employability Skills to a class about 20 students.

Feelings:

I felt very stressful and I was very nervous about it but I managed to get through it OK. It was useful and practical experience

Evaluation:

My stress arose from not having this experience ever before. This was hard as English is not my first language. Even in my own language it would have been difficult for me. However, with this experience I managed to break through my limits and fears about giving public speech.

Analysis/Conclusion:

It would have been easier if I had done it before also if I need to use my own language. I wish I had more time to practice and get ready for this challenge.

Action plan:

I try to communicate and speak more often in front of others to gain confidence. Also to speak to individuals more often to strengthen my english language and practice more

Conclusion

Academic and employability skills are the sources of good future opportunities that help with different skills and knowledge. The academic skills maintain the study level and enhance the opportunities within the goal setting and delegation throughout the decision-making. These skills are capable of future growth and give career opportunities which reduce or even eliminate stress and help to meet deadlines without stress. The report has concluded with the three main topics that have been discussed time management, Academic writing and referencing that helps to enhance the knowledge within the experience. The report has discussed the experience with the help of Gibbs's model of Reflection with the structure of the experience. The experience included time management with organised study and academic writing with referencing.

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