

Academic and Employability Skills



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Overview

- Introduction: Reason and Achievement.
- SWOT analysis
- Time Management
- Academy Writing
- Paraphrasing
- Commercial Awareness
- Public Speaking
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Time Management

The practice of using our time effectively and the study of this.

- Set Short and Long-Term Goals
(A.L.C.2019)(Accessed,23 Nov2020)
 - 1.Focus on task delegation.
 - 2.Know the team and tie it all in.
 - 3.Keep checking in
- The Eisenhower Matrix(*T of D College*2020)(Accessed,23 Nov2020)
 - 1.To do.
 - 2.To delegate.
 - 3.To eliminate.
- The 80-20 Rule as the Pareto Principle('Mind tools'2020)(Accessed,23 Nov2020)
 - 1.Priorities
 - 2.Divided in to products and sales



Academic Writing

Academic writing is clear, concise, focussed, structured and backed up by evidence.

- Topic selection(*Fellows of Harvard College, 2020*)(Accessed, 23 Nov 2020)
 - 1.Choice the topic.
 - 2.Define purpose.
 - 3.Subjects of interest.
- Making an assertion(*Article, University of Edinburgh Aug 2020*)(Accessed, 23, Nov, 2020)
 - 1.List of key words.
 - 2.Formulate a thesis statement.
- Support inclusion(*President and of Edinburgh*)(Accessed, 23, Nov, 2020)
 - 1.Confirmation of fact straight.
 - 2.Stable and throughout.
 - 3.Clear, concise and thematic.



Paraphrasing

Paraphrasing is an alternative to quoting where we copy someone's exact words and put them in quotation marks.

- Advantages of paraphrasing
(Brekeley,2020)(Accessed,23,Nov,2020)
 - 1.Do not change main theme.
 - 2.Change word order.
 - 3.Use synonyms.
- Disadvantages of paraphrasing(Oxford Brookes University,2020)(Accessed,23,Nov,2020)
 - 1.Possibility of alternate meaning.
 - 2.Partially not clear.
- Rules for paraphrasing(Purdue University online writing Lab(Accessed,23,Nov,2020)
 - 1.To start at a different point.
 - 2.To change sentence structure.
 - 3.To break the information.



Commercial Awareness

Commercial awareness is the ability to understand what makes a business or organisation successful either buying or selling products.

- Financial and Numerical Literacy(*University College London,2020*)(Accessed,23,Nov,2020)

- 1.Strong predictor.

- 2.One parallel to others.

- Decision Making(*Skills at Work,1986 to 2006*)(Accessed,23,Nov,2020)

- 1.Process of making choices.

- 2.Consumer decision making.

- 3.Personal decision making(*Virtual Diversity Law Fairs,2020*)(Accessed,23,Nov,2020)

- Work Experience

- 1.Offer part time job.

- 2.Give chance to voluntary work.



Public Speaking

. The art of effective oral communication with an audience.

- Be a messenger not just a speaker(*Blog's, University of Bristol(Accessed,23,Nov,2020)*)

1.Confident

2.Being able to speak to public.

3.Take as a probability of success.

- Determine the ultimate goal of the speech('tes',2020)(*Accessed,23,Nov,2020*)

1.Determination and resilience.

2.Speak specific way.

3.Convincing audience.

- Do not just tell also sell(*duke University,2020*)(*Accessed,23,Nov,2020*)

1.Let audience to accept that expressed.



Cover Letter Writing

A cover letter is a one-page document sent with resume to provide additional information on skills and experience as part of job application.

- Descriptive Adjectives(*Toastmasters International,2020*)(Accessed,23,Nov,2020)
 - 1.List of adjectives.
 - 2.Be smooth and details.
 - 3.Describe skills and abilities.
- Important Skills to Highlight(*Prospect's Cover Letter, Mar 2019*)(Accessed,23,Nov,2020)
 - 1.Skills to focus on.
 - 2.Ability to communication.
- Vital Active Verbs(*Jisc,2020*)(Accessed,23,Nov,2020)
 - 1.Good customer service.
 - 2.Team work.
 - 3.Good leadership.



Conclusion

Personal develop plan

- 1.To improve weaknesses
- 2.Work with strengths

- Developing career and employability skills
 - 1.Ability to short out strength and weakness.
 - 2.Understanding to classify opportunity and threats.
- Connection between academic and employability skills
 - 1.Academic skills help to be confident.
 - 2.Employability skills help to be good organizer.
- Committed to apply properly
 - 1.Understanding of professionalism.
 - 2.Constructive and positive.



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