

Academic and Employability Skills

Report Task 2

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Employability Skills

Employability skills are skills that are useful in nearly every job. They involve the development of an expertise, knowledge base or mindset that makes me more attractive to employers. Employability skills are also often referred to as employment skills, soft skills, work-readiness skills or foundational skills. They often improve my performance, minimize my errors and promote collaboration with my co workers, enabling me to perform my role more effectively.

Example of Employability Skills

Some employable qualities come naturally, while others can be acquired through education, work or daily practice. I may already have some of the key employment skills, but I can work to improve those skills and develop new ones. Here are 10 common employability skills that employers look for:

- Teamwork
- Reliability
- Problem-solving
- Organization and planning
- Initiative
- Self-management
- Leadership
- Learning
- Technology
- Communication

Time Management

From this topic, I understood the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Time management is enabling people to get more and better work done in less time. Is also in my opinion, one of the most rewarding skills that will take me far in life, both personal and professional. I must know what is effective time management and to manage time. Now that I know the importance of time management, I also need to apply these powerful tips to manage my time wisely.

Time Management Skills I Prioritize

- Staying organized
- Prioritizing what I need to accomplish
- Setting my goals clearly
- Strong communication skills
- Effectively planning out the day
- Practicing delegating tasks
- Handling my stress in a positive way

Further Comments

The benefits of managing time ensure I build better habits and manage my time. This helps me become more focused and productive. It also helps me achieve bigger goals and reduce the stress. With the previous time management tips for personal and professional life, now is time to embrace time management techniques. By adopting this techniques, I will have more time to do the things I value. I follow the concept of: do not work hard, work smarter, time management is a must.



Paraphrasing

I have learned that Paraphrasing is presenting ideas and information in my own words and acknowledging where they come from. By using my own words, I demonstrate my understanding and my ability to convey information. However, whenever I paraphrase someone's work I must mention a reference. The act of paraphrasing is also called ***paraphrasis***.



Paraphrasing Tips

- Read the passage multiple times to fully understand the meaning
- Note down key concepts: take some notes and list key terms of the original author.
- When I prepare my paraphrased text, I should compare it with the original one and make any necessary changes to ensure my version covers the main parts and intent of the source material.
- Note down key concepts.
- I must provide the readers with the sources where I found the idea in the reference section.



Summarising

Summarising contain the main points in the text and is written in my own words. It is a mixture of reducing a long text to a short text and selecting relevant information. A good summary shows that I have understood the text.

Paraphrasing and **summarising** are very similar.

Both involve taking ideas, words or phrases from a source and crafting them into new sentences within my writing. In addition, summarising includes condensing the source material into just a few lines. Whether paraphrasing or summarising, credit is always given to the author.



What was my knowledge of these topics before class?

Before I started this course, I was just familiar with time management topic, which it's something we use on daily basis and has always been useful as student and worker.

I had some knowledge about summarising, and the classes made me know completely what each of these topics means.

Paraphrasing was interesting to learn, like all the other topics I did not know about, but the ones I have mention were the most interesting.

Did I like the class where the topics were discussed?

Overall I really like this class because all lectures, assignments, and tests were straight forward. To be honest , this was my first online class. I am looking forward to taking more online classes. The experience of this class has been nothing but positive, I will say I learned quite a bit in this course, I also enjoyed myself and the assignments were very beneficial to the entire learning process.

The flexibility of this course was also beneficial, It worked well with busy scheduling, and the expectations were clear and upfront.

Online classes

Online classes are advertised as a way for adults to finish their education, and students to learn the material at their own pace, it is far more compatible for people with busy schedules. For me, I was not fully motivated to learn online, there was a lack of willingness and desire to learn.

Live sessions are infrequent and often are scheduled during the middle of the day when students have to attend other classes or work. The office hours of the professor may also be during inconvenient times for many students as well. Most interaction with the professor has to be through email which is often direct and impersonal. It is nearly impossible for students to build a relationship with their professor in my opinion.

Perhaps the biggest disadvantage of taking an online class is the absence of face-to-face interaction between the teacher and their students.

Conclusion

I can conclude that, the classes were very beneficial, the knowledge acquired every Tuesday was essential for the evolution of my English (written and spoken). All the topics mentioned were of great importance for my professional future in the business area.

I also have developed crucial analytical and evaluation skills, I feel I need to improve my skills on oral communication and academic writing however; I do feel I have gained good time management and efficient researching, and reflection skills that will hopefully enable to succeed on my university course and future employment.

There are many diverse ways that I could improve, and develop my skills such as action planning, essay plans and starting assignments early with a clear plan of action. I still need to improve certain areas such as; confidence when presenting which can be done by practising my delivery, I also need to improve my oral communication this can also be done through the usage of presentations, my academic writing could also be improved this can be done by action planning and writing reports and essays.

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