

Academic and Employability skills

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Overview

- Introduction
- Time Management
- Paraphrasing
- Summarizing
- Conclusion
- Reference

Introduction

In this two thousand word (2000) Academic writing, I will be talking about what I have learnt in the module being Academic and employability skills and how this has helped me understand its importance to have this skill when wanting to be employed. I will be also describing the following; Time management, Paraphrasing and summarizing. I will be referencing what I found useful to help me learn about the skills and how to use them successfully. In the end I will summarize everything I have learnt in the term and conclude everything I have talked about.

Time Management

To begin with I would like to say that I did not have much knowledge about what time management is, nor why it's useful, not only in professional career but also in day-to-day life. But by attending this class I now have a great understanding about what this skill is and why it's useful.

- Time Management is the action of using your time on important tasks that are crucial rather than tasks that aren't as important such as sitting and watching TV.
- Time Management plays a big role in the work industry as it guarantees that organizing the time you have effectively allows you to be prepared and not procrastinate.
- Being able to adapt to this skill I am now able to see which tasks are most crucial to me so that I can be successful in my intended career. This being opening my own professional joint restaurant with a hotel and becoming the head manager.

'Eat that Frog' published in 2008 (B.Tracy)

I have come across this book which was quite interesting and a helpful recourse as to giving a good idea of what time management is and how it's helpful. One quote that caught my eye was, "your success in life and work will be determined by the kinds of habits that you develop over time"

What I can infer from this quote is that, the way you choose to live your everyday life, is the way you will live it. I can infer from this that if you choose to procrastinate you will fail however, if you choose to go through the right way, by this I mean doing what is crucial and will be beneficial for yourself, will give you and open for you lots of opportunities in life, this being workwise or other. What I have learnt from the book 'Eat that frog' is that if I allow myself to do well and manage my time effectively, I will be successful and achieve my career goal.

The book also tells you to find the 3 most difficult tasks and to start with them like Brain Tracy said in his theory of time management as he explains why you should always start with the hard task and leave the easy ones for last.

Eisenhower method

In the eyes of Eisenhower, he introduced a method that helps you prioritize your tasks and improve techniques and to evaluate all you given tasks so you can manage them better (time-management-abilities.com)

Before I started this course of time management, I was a little hesitant about the topic I thought I knew all what there was to know about the topic but after learning I can say that I didn't know enough, having so much different structures and skills that are needed to have great time management skills, I will give you a few pointers to manage and to boost your skills with time management,

- Planning ahead- making plans a day before or even a week before but as we know it something always comes up at the last minute, but yes planning ahead really boosts your time management skills.
- Organizing- having a more organized lifestyle also helps you keep up with all that the day brings your way.
- Prioritizing - putting the most Important tasks always first and the least important for last , for example you have an 8:30 am appointment to the hospital but you usually go to the gym at 8:30 am, but when you prioritize what's more important well you would chose to go to the appointment as it's more important than going to the gym.

Stephan R. Covey

Stephan introduced a quadrant, 1989, in which it was made to help learn how to manage your time without distractions.

This quadrant included the following steps;

He labeled the first square as 'MANAGE' this being the most important 'crisis and pressing problems', 'important and urgent', 'fire-fighting'

The second square was 'FOCUS' this being the important but not urgent task but 'keep critical thinking'.

Thirdly he stated that the third stage is 'Avoid interruptions', this means that you should avoid being stopped by something that is going to postpone what you need to do, 'not your emergency'.

Last but not least he also said that you should limit escaping what is important.

This had a big impact on how I manage my daily tasks as it allowed me to focus on important duties first and after all crucial tasks were finished I could do all the less important things.

I am now able to finish everything in my day-to-day task without procrastinating and I am confident that my intended career will be successful in managing tasks.

Paraphrasing

Paraphrasing is the action of changing something in your own words without changing the meaning of it. For example, when you are told something and you want to tell someone else about it, but say it without actually quoting exactly what you were told. By being able to paraphrase you are enabled to explain something in detail in your own words without having to quote someone's exact words. Paraphrasing lets you express the meaning of something in greater clarity.

Scribbr

On this site it gave these steps to help learn how to paraphrase successfully. I have researched these steps and it helped me understand how to use this skill.

These are the steps that were given on the site 'Scribbr':

- Start your first sentence at a different point from that of the original source.
- Use synonyms (words that mean the same thing)
- Change the sentence structure (e.g., from active to passive voice)
- Break the information into separate sentences.

Paraphrasing is the action of taking the ideas of an author when reading a book and putting it in your own words. You do not need to put quotation marks as it is in your own words and you are not copying straight from the book. When trying to explain something from a book of what it said, if you develop the skills of knowing how to paraphrase you are able to use your own words without having to directly quote. When becoming a manager in a hotel/restaurant it is crucial for me to be able to paraphrase information for people and customers as some people have problems understanding, these problems could include language barriers etc.

Now not only by using these steps but also adapted from my class, I am able to use paraphrasing successfully and beneficially which helps me understand what I am told or what I read. This will help me a lot in my intended career as I will be able to explain something properly how I would like to without changing the meaning of the actual information trying to be told.

With this skill I am more than sure that I will also be able to provide my staff with information that needs to be delivered to them.

Summarizing

Before attending the class of Academic and Employability skills, I did have a rough understanding about what summarizing is and why it is important in your professional career and day-to-day life.

Summarizing is the action of concluding all the information into a short form which isn't detailed just roughly being explained. It is important to be able to summarize information so that you show a great understanding that you understood what you were told or shown etc.

It is important to be able to summarize as a manager in a hotel/restaurant as you what you explain to the customer all the safety rules etc. however, not all managers have much time to go into full detail therefore you have to be able to know how to summarize information without it being detailed but it still containing important information.

There's a useful online resource which gives 7 easy steps to help with successful summarizing. The name of the site is 'just add students' and these are the steps they have provided;

1. improve reading comprehension.
2. filter main ideas from details.
3. follow arguments.
4. identify key points.
5. understand the theme.
6. differentiate fact from opinion.
7. Analyze text.

I have used these steps and they have helped me with this skill. Therefore I am confident when having to use this skill as I am able to use it successfully.

Reflection of learning

Before I attended this term, I didn't know much about time management, the importance of it and how it improves your everyday tasks. But now that I have studied it I have successfully adapted to manage my time well. I used several methods, one of them being Kolb's cycle which was introduced in 1984 but it did not have a big effect on me and didn't help me manage time. But when I saw the S.R.Covey's quadrant, caught my eye, and when I started running my day by the plan, I realized how many more tasks which were crucial, were finished by the end of the day.

I also learnt in this class how to write a successful CV. The lessons about Cv writing really helped me improve the way I write my cv. I didn't have any extensive knowledge about CV writing before the lesson but once I learnt how to write one well and adapted to a new structure, I was able to write myself a well written CV with all my records and achievements.

Summarizing everything I have learnt

Other than time management, Paraphrasing and summarizing, I have also gone through, with the class, the following;

- Organization- having this skill allows you to be neat and organized with all your work. Being able to organize well you have everything under control and don't have to panic about not being able to find something.
- CV writing- being able to have this skill allows you to have all your qualification information when you want to apply for a job.
- Cover letter writing- being able to make an interesting cover letter to draw attention to readers. This is helpful to pull people to read or buy something for you. Your cover letter is convincing them.
- Public speaking- enables you to speak in public with confidence.
- Online learning- this skill gives you more opportunities because if you are able to access online information, you don't have to go out and look for it because sometimes physically you aren't able to find what you are looking for.
- Note-taking- being able to note-take allows you to jot down useful information.

Referencing

- Brian Tracy, Eat that frog (published 2008)
- Eisenhower method, Stephen Covey
- Scribbr
- Just add students
- Literary Terms
- Cv library

I have researched these sites to learn more information about the skills and they have helped me which made a big improvement.

Conclusion

To conclude everything i have talked about i would like to say that being in this class has helped me with the understanding about time management, paraphrasing and summarizing. However, it has not only helped me with those skills, it has also helped me understand the other skills that I have listed before .

I have gained a great understanding as to how they will help me in my professional career. I am very thankful to my lecturer being Soban, he has helped me alot during this course and guided me with all correct information at all times.

Thank you for taking the time out of your day to read my report.