



ACADEMIC SKILLS

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Introduction

The expression of academic skills has been a great aspect of the future of professional development. Organizational proficiency has been of great importance in attaining professional attire. Expressing oneself is an essential aspect of human communication and interaction. It allows individuals to convey their thoughts, emotions, and experiences to others, which is vital for establishing connections and building relationships with others (Dolan, 2019). Expressing oneself is especially important for emotional well-being. Bottling up emotions and thoughts can lead to stress, anxiety, and even depression. When individuals express themselves, they can release their emotions, process their thoughts and feelings, and gain a sense of clarity and understanding. The research based on the "Bradbury, A. (2006) Successful Presentation Skills. London: Kogan Page"

The project is based on the approach of understanding the literature skills within developing communication. It also focuses on presenting oneself towards organizational development. It also focuses on the improvement of personal skills.

Engagement of Literature skills

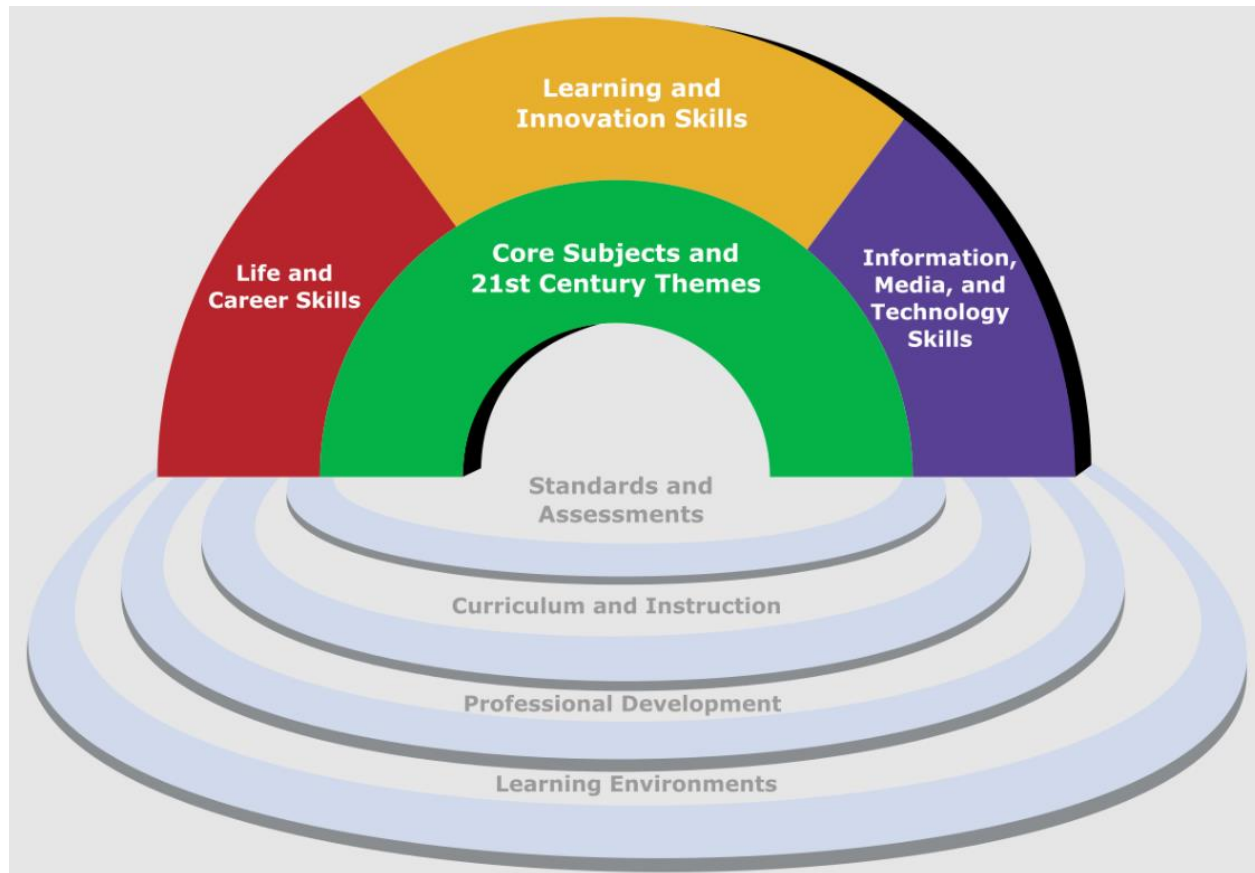


Figure 1: Application of Literature Skills

(Source: Rubenson, 2021)

Engagement of literature skills refers to actively applying and developing one's abilities to read, analyze, interpret, and communicate literary works. It involves a range of skills, including

Reading comprehension: The ability to understand and analyze complex literary texts, including their themes, motifs, symbols, and literary devices (Rubenson, 2021).

Critical thinking: the ability to evaluate and analyze literary texts from different perspectives, including historical, cultural, and social contexts (Haber, 2020).

Analytical writing: the ability to articulate one's thoughts and ideas in writing, using evidence from the text to support arguments and ideas (Cottrell, 2019).

Creative writing: the ability to use literary techniques and devices to create original works of fiction or poetry.

Communication skills: the ability to communicate effectively about literary texts, whether through speaking or writing, and to engage in constructive dialogue with others (Story, 2022).

The engagement of literacy skills can be cultivated through reading widely and critically, participating in literary discussions and workshops, and practicing writing and communication skills. These skills can be valuable in a wide range of fields, including education, journalism, law, and creative writing.

Understanding Presentation skills

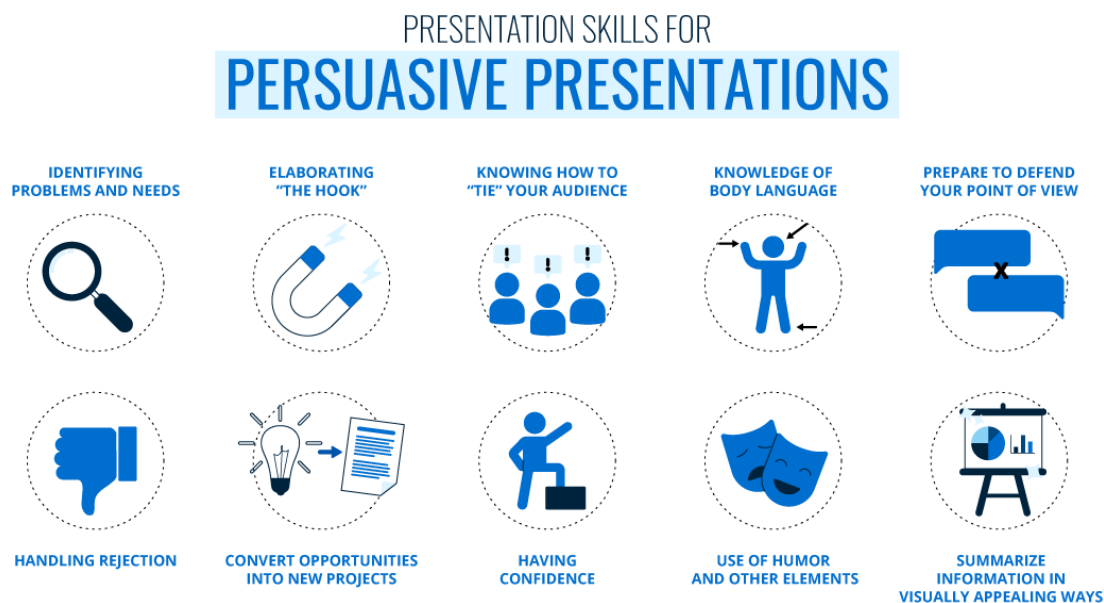


Figure 2: Identification of Presentation Attributes

(Source: Adamson, 2018)

The application of presentation skills refers to the ability to effectively communicate ideas, information, and messages to an audience. Good presentation skills involve a combination of verbal, nonverbal, and visual communication techniques. The organizational ability to structure information in a logical and coherent manner, and to clearly communicate the main points of the

presentation. Hence the ability to engage and connect with the audience through effective use of tone, pace, and body language (Adamson, 2018). The ability to use visual aids such as slides, images, and videos to enhance the presentation and reinforce key points. The ability to adapt the presentation to the needs and interests of the audience, and to respond to their questions and feedback. The ability to project confidence and enthusiasm, and to manage nerves and anxiety.

According to my personal views, it can be demonstrated that the approach of developing presentation skills can be helpful in maintaining presentation skills. The etiquettes of eye contact, body language and avoidance of distraction are integral towards the process. The expression of emotions is well agitated with the help of it can be helpful to practice and receive feedback from others (Ogan *et al.*, 2019). Additionally, studying and observing effective speakers can provide inspiration and guidance. Good presentation skills can be valuable in a wide range of settings, including business, education, and public speaking.

Intellectual Skill Development

Communication is a vital skill that is essential in both personal and professional life. It involves the ability to effectively convey thoughts, ideas, and information to others, whether through verbal or written means. Developing strong communication skills can help individuals to build relationships, influence others, and achieve their goals (Deilamy and Bayat, 2020). To improve communication skills, individuals can practice active listening, speak clearly and concisely, and use appropriate body language and tone. It can also be helpful to learn how to tailor communication styles to different audiences, including adjusting language and tone to suit different situations.

In addition, developing strong writing skills can be valuable in both personal and professional settings. This involves organizing thoughts and ideas, using clear and concise language, and utilizing proper grammar and punctuation. Finally, being open to feedback and continually seeking opportunities to improve communication skills can help individuals to stay current and relevant in an ever-changing world (Serrat, 2021). By actively developing communication skills, individuals can build stronger relationships, enhance their career prospects, and become more effective leaders and influencers.

Improvement of Personal skills

Sl. No.	Personal Skill	Short Term Goal	Long Team Goal	Duration
1	Interpersonal skill	I intend to develop positive participation in interactive communication.	Develop interactive presentation capabilities in expressing factual outcomes.	6 months
2	Verbal skills	I intend to interact professionally interaction towards the process of effective communication.	To develop effective interaction with appropriate application of communication activities.	3 months
3	Audience identification	A psychological reading of the audience of the presentation is important in manifesting the adaptability of communication.	Develop a sense of an interactive approach to interacting with more people and standardize the communication terms.	2 months

4	Embracing social media	The application of virtual media is an effective process that helps me in mass communication.	The spreading of communication attributes over social media interactive media handling procedures with cognitive communication.	8 months
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Table 1: Personal Skill Development Application

Technology-based transferable skills

Technology can be a powerful tool for enhancing presentation skills, providing a range of options for delivering engaging, informative, and dynamic presentations. Some ways that technology can be used to enhance presentation skills include

Visual aids: Technology can be used to create visually appealing and informative slides, images, and videos that can help to reinforce key messages and engage the audience.

Interactive tools: Technology can be used to create interactive tools such as polls, quizzes, and surveys that can help to keep the audience engaged and provide valuable feedback.

Virtual presentations: Technology can be used to deliver presentations virtually, enabling remote audiences to participate in real-time, or to record presentations for later viewing (Doove *et al.*, 2021).

Data visualization: Technology can be used to create informative and visually appealing charts and graphs that can help to convey complex information in a clear and understandable way.

Collaboration: Technology can be used to facilitate collaboration and communication among team members, enabling them to work together to create engaging and effective presentations.

In order to use technology effectively in presentations, it is important to have a good understanding of the tools and platforms available and to use them in a way that supports the overall goals of the presentation (Bhagat *et al.*, 2019). Additionally, it is important to be mindful of potential technical issues and to have contingency plans in place in case of technical difficulties. With the right approach, technology can be a valuable asset for enhancing presentation skills and delivering effective and engaging presentations.

Conclusion

In conclusion, academic skills are essential for success in both academic and professional settings. These skills include critical thinking, research, writing, time management, and communication, among others. Developing and honing these skills requires practice, dedication, and a willingness to learn and improve. Academic skills are valuable not only for achieving academic success but also for navigating the complexities of the modern world. They can help individuals to think critically and creatively, communicate effectively, and adapt to changing circumstances. In addition, these skills are highly sought after by employers, making them an important asset for career development. By investing in the development of academic skills, individuals can position themselves for success in both their academic and professional lives. With practice and dedication, anyone can develop the academic skills necessary for success and achieving their goals.

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