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Academic and employability skills
BMSW4001

Overview

- Swot analysis
- Time management
- Academic writing
- CV
- Cover letter

Swot Analysis

Strengths

- Summarizing
- Paraphrasing
- Reflection
- CV writing

Weaknesses

- Using references
- Public speaking

Time Management

Time management :

- Using time effectively
- Direct effort appropriately and efficiently.
- Organizing
- 80/20 rule (Pareto,1977)

Time management is helping students to :

- Prioritize the tasks
- Control the tasks
- Meet the deadlines
- Prevent wasting time (Brian Tracy,2001)

Academic Writing

Academic writing

- write your message clearly
- tool for communication(Jessie Sparks,2014)
- Helping us to analyze ,convey and understand the text.

Academic writing is helping students to :

- Understand the text
- Communicate
- Analyze
- Transmit the message clearly
- Support the message

Personal Development Plan

References :

- Use in text citations to support my message.
- Write references at the end

Public speaking:

- Practicing in front of mirror
- Speaking front of friends
- Gain confidence

Conclusions

My weaknesses will be improved after the module and my strengths will help me to improve my academic and employability skills .

References

- **Assessing Written Communication in Higher Education(2014)**

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- Brian Tracy,2001- Eat the frog first
- Entrepreneur Handbook (2019) '7 proven time management tips for busy managers'.

<https://entrepreneurhandbook.co.uk/7-proven-time-management-tips-for-busy-office-managers/>

- The 80/20 Principle(1977) Richard Kroch

<http://www.businessballs.com/pareto-principle-80-20-rule.htm>

