

Academic Report

BMSW4001

Academic and Employability Skills

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Executive summary

In this academic report will be reflected my very own and personal thoughts about the importance of the Academic and Employability course we were discussing during classes some key points such as Time-Management, Academic Writing, CV Writing and Public Speaking. All these four subtitles are included in the report in order to clarify their importance but also their impact on my behavior and the outcomes after the things we discussed in class. In the end there is presented a conclusion about the overall course.

Introduction

Academic Skills have a great impact on students because it will make them to learn more efficiently so the outcome is that they will be able to have good grades, knowledge and after graduating they will be able to offer professional services in the labor market. (Wilson, 2020).

The main academic skills that I acquired during University were networking, time-management, resilience, presentation skills, leadership and management even if I just started this year. There is more to develop everyday because such skills need time to develop and efforts. Networking is one of the skills that our professors encouraged us to achieve while giving us tasks to work in groups and present projects, while we did not know each other at all and we should have started to work together in groups. Time management is one of the most used skill because since we started University, we needed to make time for it, to organize the rest of our activities and duties in order to accomplish all of them. Without organizing our time for study and the other things we would not be able to attend classes and do our assessments and projects. Resilience is another important academic skills, which has a big impact on us while in the labor market because we

need to be able to react properly when we do something wrong and take criticism as something constructive. (Wilson, 2020).

People use to change their careers during their lives making different choices in matter of job from an industry to another. For this to be possible and employers to be satisfied about our work, we must have some skill which can be transferred through different sectors and these are called the employability skills. The employability or transferable skills are general skills everyone has and they are applicable in any industry or working sector. Even that academic skills are important because they give us several qualification and specific knowledge, employers are looking also that their employees to have transferable skills such as communication, team work, problem solving, time management, attention to details and so on. These mentioned skills are important because at work we need to do certain things in a group, we may give or receive direction from others so we need to be able to adapt to the conditions. For example, I am always trying to develop may transferable skills and I am looking forward to learn new ones in order to do my job in the best way possible without any issues. (Skills You Need, 2020).

Time management- Organizing study

Time-management and organizing study is very important for each of us even if we are having a busy schedule or not because following a plan makes us do more things in a more effective way. The energy we have is one of the most important aspects while time-managing because the mood we have and the energy will somehow predict if we will be or not productive in that day. (Swenson, 2019).

When I feel down, not in the mood of anything or with low energy I always take a break in order to recharge my batteries and even if I lose an hour or two, after that I will be more productive

and effective while doing what I have to do. Another thing that can be a major advantage during time-management is starting the day thinking about the hardest thing that needs to be accomplished in that day and solving it. I have tried this method and I realized that after I have accomplished the hardest task, I felt free and I could concentrate better of the following tasks of the day which were more easy to take care about and accomplish. It is also important to prioritize you daily tasks in order to be effective and let the less important tasks for the end of the day o if you still have time.

Adding a lot of tasks on your to-do list is not something good because it becomes overwhelming when seeing 8 or 9 tasks to be done in a day, so if you put just your must-do tasks on a list you will not feel such pressure on you shoulders. I personally use to do two different lists, one with the most urgent tasks and one with not so important tasks and this is how I manage almost everyday to accomplish everything I have in mind. (Swenson, 2019).

Academic Writing

Academic Writing is a way of writing used while doing projects, assessments and other works first in University, then after graduating, the academic writing is used also while working. (Sheffield, 2020).

It is important to keep in mind that the academic writing is something we learn to do because it is different from the traditional way of communication because it includes professional words and specific related to the subject. The academic writing consists of analyzing and structuring something that is oriented for a certain field or industry so everyone who is using it has to have

related knowledge. I use academic writing in my assessments and I need to be aware of what type of words I will use because it has to be taken into account the academic language.

For example, instead of using carry out, I should say perform or instead of talking about I can say discuss. Always while using academic writing we must reference it in order to give credit to the author of the credible source I used for the assessment or project. (Sheffield, 2020).

CV Writing

The CV is the first contact between the employer and applicant this is why this must be designed and written carefully in order to catch the employer's attention and be called for an interview.

There are some specific guidelines to follow while writing a CV, so the first step in reading carefully the job description which will highlight the employer's requirements for the position you are applying for. (Personal Career Management, n.d.)

After that, you should analyze if you have the required skills so if it is worth applying or not and start contouring the CV in order to be sent. I usually did something wrong since I started this course so I used to put everything I have done in life in my CV and this was not an advantage because actually the CV must be tailored for the job description requirements so the employer can see exactly what he wants for the position you have applied for.

The length of the CV must be around two pages in order to be easy to read and the most important is that if you have some gaps, show what you did in that time in order to develop your skills or achieve some certificates or diplomas. The best CV is one which is checked so be sure

you do not have misspellings, but do not forget the name and contact details so the employer can contact you if you fit the role you applied for. (Personal Career Management, n.d.)

Public Speaking and Giving Presentations

In order to be clearly understood by others where there is needed to share information, to present a project and so on, you will need to have very good presentation skills. I am aware about the fact that this skill is hard to achieve and this is why many people is struggling while they have to present something but for sure there are ways to eliminate the fear, the anxiety and shame and get this skill. (Skills You need, 2020).

Nowadays, I have to admit that in almost every industry there is needed that the employees have presentation skills and the employer value them very much. Furthermore, there are nor ules for a good presentation but if you are determined to achieve the skill and deliver a good one there are some tips that can help you. Before you present something be sure that you are well prepared for the subject and you are able to answer to possible question about the subject if the audience is asking you and it also makes you more confident. I usually do presentations at my job and when I am well-prepared and have knowledge about the subject, I am sure that I will say the right thing so this is helping me not to have emotions while presenting. Another thing you can do while presenting is making sure that you message is understood and the audience get exactly the same message you want to express. The presentation must be short ant concise in order not to get the public bored or lost in insignificant details. Usually, I am receiving a time allocated for my presentations so I need to follow the rules and not exceed it. When having some bad feelings before you need to present something, you must think that everyone who will be listening to your

presentation is there because they want to and not because they have to or they are constraint. I always think that the people in the audience are my friends and they will have interest in what I have to say further so in my presentations I also include short jokes or if I see that the audience is a bit bored or do not concentrate on my presentation, I start asking for questions in order to make them socialize with me and focus on the project.

According to who will assist my presentations I use to set up before and decide if I will have a formal or informal presentation. For example, if I present a project for the University lecturer in front of my classmates, I will use a formal presentation while when I need to present something for my team, I will use informal language in order to be better understood by them and also because I am in a more familiar environment. If you are not really sure and confident on how will your presentation be like, try to add some illustration, graphs or photos in order to help you and give a wider view of the subject to your audience. (Skills You need, 2020).

Conclusion

My opinion about Academic and Employability skills is that we must have them and continuously developing them in order to be able to grow in our careers and succeed. The first

step to get employed is to be able to design your CV as the employer requires in the job description, so this will be the right method to increase the chances of being hired and stand out among other applicants. Personally, I believe that the most wanted skills in a CV are the employability skills because employers need people able to communicate, to work in teams, to manage their time and so on. Academic skills are easier to be achieved because they can be easier learnt than the employability skills. Employers require several things from their employees this is why it is important to have the time management skills in order to be able to fulfill those requirements and manage the work, life and studies in the same time and be efficient. Having academic writing skills you state that you are able to provide professional language or projects because it consists in researching and paraphrasing credible sources. Almost in every field there is required from the employer to have presentation skills which include clearly speaking about a certain subject in order to deliver an information or something that needs to be done as future task.

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