

ACADEMIC AND EMPLOYABILITY SKILLS

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OVERVIEW

- SWOT ANALYSIS
- TIME MANAGEMENT
- CV WRITING
- PARAPHRASING
- PUBLIC SPEAKING
- PDP
- CONCLUSION
- REFERENCING

SWOT ANALYSIS

STRENGTHS

- TIME MANAGEMENT
- CV WRITING
- COVER LETTER WRITING
- PARAPHRASING

WEAKNESSES

- PUBLIC SPEAKING-
PRESENTATIONS
- REFERENCING

TIME MANAGEMENT-WORK SMARTER-NOT HARDER

UNIVERSITY

- LESS STRESS
- BALANCED LIFESTYLE
- BETTER PERFORMANCE

WORKPLACEMENT

- LESS STRESS
- PRODUCTIVITY AND EFFICIENCY
- CAREER GOALS

CV WRITING- THE STORY OF YOUR LIFE

- SKILLS
 - 1ST FORM OF COMMUNICATION WITH POTENTIAL EMPLOYERS
- CAREER OPPORTUNITIES
- (McGuire and Obroin, 2019)



PARAPHRASING

- INCREASE UNDERSTANDING
- EFFECTIVE LEARNING
- HELP AVOID PLAGIARISM
- (Hagaman and Reid, 2008, p. 222-234)



- INFLUENCE DECISIONS
- MOTIVATE CHANGE
- PROGRESS IN THE WORKPLACE
- HELPS OVERCOME PUBLIC SPEAKING ANXIETY
- (DiSalvo et al. 2009. p. 268-275)



PUBLIC SPEAKING

PERSONAL DEVELOPMENT PLAN



**PUBLIC
SPEAKING**



PREPARE



PRACTICE



**SELF-
IMPROVEMENT**

(McLean, 2016)

CONCLUSION



**DEVELOPING ACADEMIC
AND EMPLOYABILITY
SKILLS ARE GOING TO
HELP YOU TO SUCCEED
ON YOUR FUTURE.**



**Communication skills –
the most important life
skills.**



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THANK YOU