

**Academic and Employability Skills**  
**Report Writing**

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## **Time management**

Time Management is a skill used by people in different job environments as work office, job duties or household chores. Is used by every person regardless of situation of places, however, is essential to master it to avoid stress and pressure that can affect work and busy schedules. Advantages using different methods as Eisenhower, and Pareto is useful special in business and daily activities.

**Eisenhower Method** define what is **important**, **not important**, **urgent**, and **not urgent**, this is very efficient when prioritise work and normal affairs. Quite simple to use in matrix scheme as examples, task with deadlines and consequences, duty with unclear time limit that contribute to long-term success, chore that must get done but not require specific skill set, distraction and unnecessary duties.

### **Pareto Method**

Pareto analysis is used by majority companies from benefits of 20/80 method. That is mean 20% of effort generating 80% positive result. This is good merge with Eisenhower method each can benefit in private and professional organising.

### **Course of action:**

*Self-evaluation*: find errors and learn from them, will be easier to find solutions from earlier experiences.

*Behaviour asses*: positive character, good communication skills, and polite attitude, those create successful character.

*Short and long terms goals:* there are certain goals that must be achieved, however long terms task take more time. Smartness, realistic, achievable, specific, and measurable, looking inside “picture” they are fundamental in life and time management.

*Efficiency and hardworking:* productive, attention to details and efficient even if we are not perfect but is very important to deliver good performance and results in our tasks.

*Schedule setting:* prioritise and work hard in important areas, this category is used as student, office, and professional activities.

*Support and assistance:* time management have a considerable importance in seeking help and give support to another people, therefor is helpful solution avoiding disputes and conflict with surrounding collaborators or colleagues.

*Following all above organising amount of time for different task, reducing time wastage, monitoring progress, reduce amount of stress, create schedule plan, and prevent procrastination define optimistic Time Management definition.*

*I discovered that time management was my weakest general ability in my initial appraisal of myself in the study skill academic test. Developing my skills was a high priority for me, since I had a horrible tendency of leaving tasks till the last minute and stressing myself out trying to complete everything on time. In order to improve this, I established a realistic goal for myself that I would be able to fulfil by the beginning of the*

*next calendar year. The results of my personal growth have been disclosed after a period of time has passed.*

## **Academic Writing**

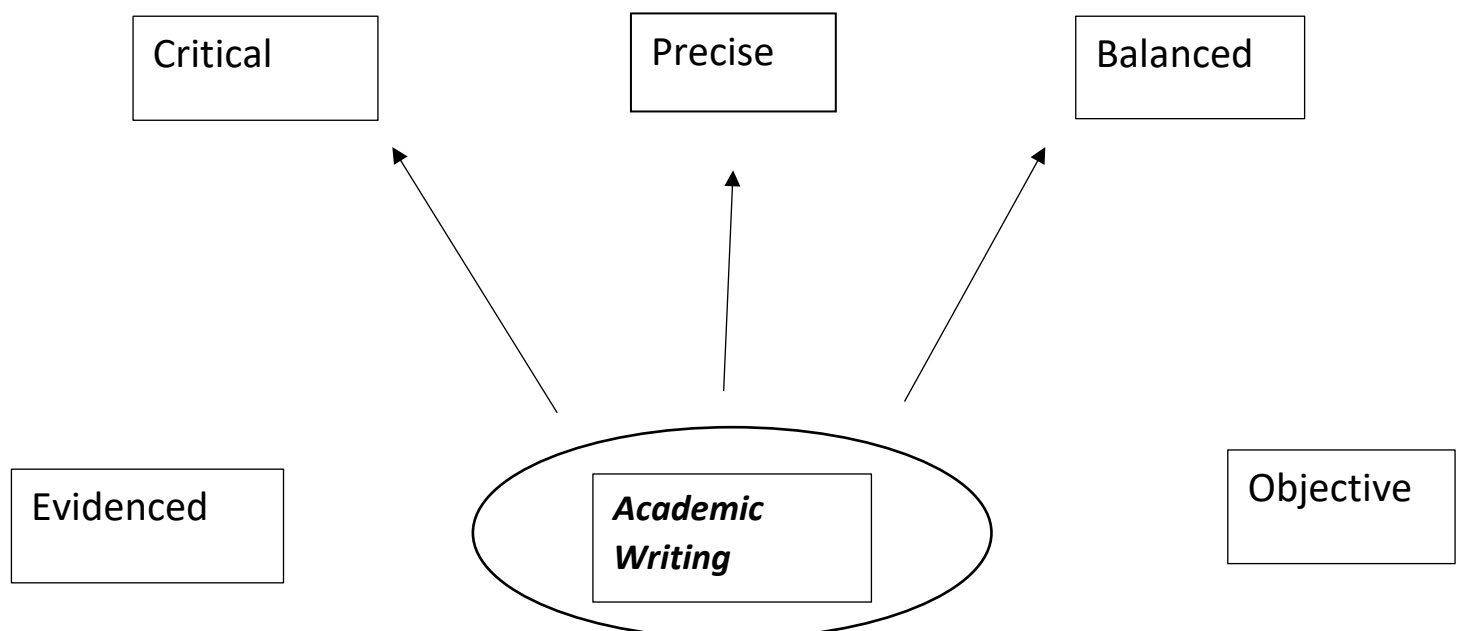
Academic writing is typically used in high school and college classes. Is making difference from creative writing and personal writing, therefore making a story is opposite from writing e-mail. However, should have complete sentences organized in a certain way, also, is divergent in different languages, having same context but not similar expressions.

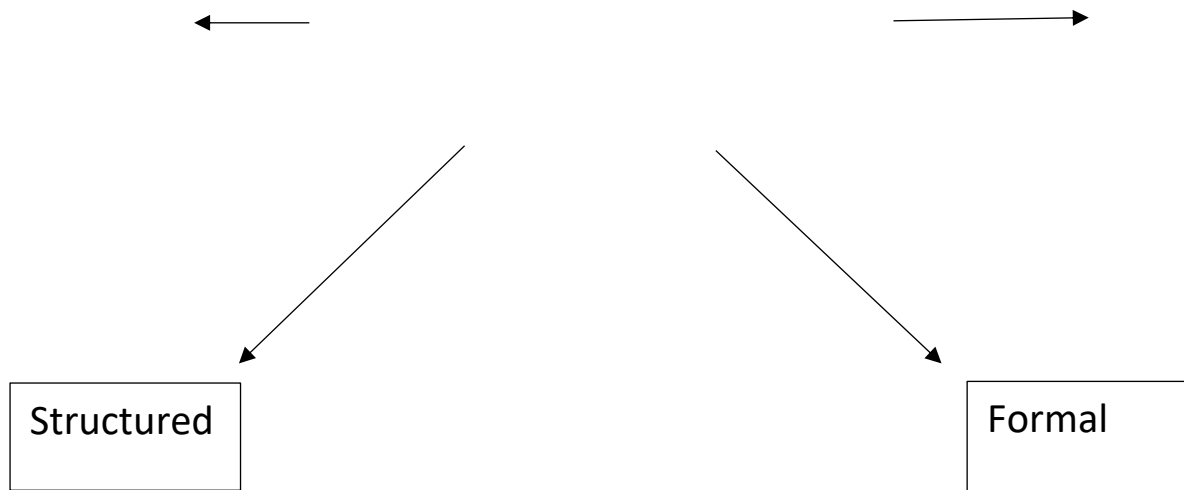
Characteristics of academic writing include consistent structure that is coherent and bring the word together in relation with material research, planning and focus by demonstrating the understanding of work, evidence of studying shown from references if very important to avoid plagiarism and put image that you are honest with your study case, and the last description is to have appropriate language and tenses with clear conscience and balance.

In an academic essay, a writer should give an argument that sheds light on the real topic, but the argument cannot be subjective on the side of the author. The fact that it is subjective implies that it should refrain from using biased terminology or making broad generalisations. It should also refrain from incorporating personal biases or ideas.

Why academic writing is important?

A person's ability to exercise authority is important for a variety of reasons, both professional and personal, and it should be developed. Allowing authors to contribute in their own unique way to current conversations in their disciplines while also developing into good researchers will increase their attractiveness as a potential candidate for potential employers to hire will increase their attractiveness as a candidate for potential employers to hire.





The types of academic writing may have different characteristics. In most academic writing, there are a few things that happen all over again and again. When writing an academic paper, there are a lot of very specific and focused rules that you have to follow. Academic writing is used to answer research questions, and it is done in this way. These questions were either given by a teacher or made up by the writer or researcher.

What makes good academic writing?

Questions that are focused and specific, and that need to be answered, emotional or sensory perceptions don't play a big role in academic writing, but logical reasoning does. Facts are more important than feelings, and facts are more important than feelings. The more you write, the more you think clearly. Clear critical thinking and the ability to back up your claims with evidence are shown in academic writing.

The third thing to keep in mind when writing academically is that it should be clear. As a reader, you are responsible for what you read in English. English is both low context and reader-responsible. To say this, we mean that readers will

rely on what the author has written and think it is the writer's job to make his or her argument as clear as possible to the reader.

The last thing to remember about academic writing is that it needs to be logical. This means that sentences make sense together. There are many ways to do this, but one way is to start each new sentence with information that ties back to the previous sentence. It also means that paragraphs are linked together by a single idea and that all the information in a piece of writing helps to make a strong argument that can answer the research question.

Finally, the best academic writing is done in a certain way. There are a few steps that most people follow when they write a piece of academic writing. These are the steps:

Analysing the task is better. This includes figuring out why you're writing and who you want to write for.

Preparing your case. When you're done, you need to make your main point and figure out how you're going to back it up with evidence.

Research. This is important so that you can get high-quality, fact-based objective evidence to back up your main claim.

Start writing and get involved in putting your ideas down on paper. Good writing can't be done overnight. It is important to write a lot of different draughts and to both edit and proofread your work. While it is important to think about things like punctuation and correct spelling, it is even more important to think about how well you organise your

argument and the information in your writing, too. If you want to do this, it's a good idea to ask for feedback from your friends and co-workers first.

## **Paraphrasing**

### **What is "Paraphrasing"?**

We used our own words to describe the plot, main characters, events, and key elements of a TV show or movie. The major concepts must come through in a paraphrase, but the wording must be your own. It's important to convey someone else's message or ideas in your own words.

### **What is the best way to summarise?**

Make sure you understand everything by re-reading the source two or three times.

Take a break from the original and try to summarise the important points in your own words. Don't mention anything more than what the source says and make an effort to follow the author's sequence of ideas and emphasises.

Consider new terms carefully, paying great attention to the precise context in which the writer employs the words in his or her writing.

If necessary, compare your paraphrase to the original for accuracy in tone and meaning, making any necessary changes to any words or phrases that are too similar to the original. The paraphrase is considered plagiarism if the wording is too similar to the words of the original.

Give proper credit to the material's source by specifying the page numbers so that you may reference the information with precision. When paraphrasing another author's work, you must still give them due credit.

### *How to Paraphrase Without Plagiarizing?*

Plagiarism is when you rewrite someone else's text without changing the words. To quote someone else's work or repeat a sentiment, you have to put it in your own words or quote it directly. But overusing quotes can also be bad, as we'll see below.

### *The reason to paraphrasing*

Sometimes, you just want to change the original text into your own words and not the original text. Another thing that could go wrong is when you use a lot of quotations, as we'll see below. People who quote other people's work often should switch between paraphrasing and direct quotes. Some writers get paid by the word, but if you're writing something that needs to be short, you can use their original text as a guide.

# **Self-Reflecting**

## **1 Introduction:**

A good learning tool is reflective writing because it lets me think about my own employability skills in a critical way. I like to use my writing to help me look at aspects of my life that I might not have considered before and see them in a new way. This type of writing allows me to look at the bigger picture and consider different aspects of who I am and what I am capable of. Using Gibbs self-reflection method.

## **2 Feelings and Evaluation**

I've grown as a person and become more confident in my abilities. Since I've learned so much from this experience, I'm better prepared for challenges in the future.

My interpersonal qualities, among other things, enabled me to easily set up new connections in a very short period of time. Returning to my apprehension of interacting with individuals in an unfamiliar environment, this experience presented a chance for me to go outside of my comfort zone and make new acquaintances. Having the ability to collaborate with others is an important talent, as I discovered not just via my collaboration with them, but also by listening to their perspectives.

## **3 Conclusion:**

Despite the fact that I've always been a thinker, it wasn't until I enrolled in an academic writing course at UWTSD that I realised how severely weak in my writing abilities I was. Over the course of the programme, I improved as a writer, and my

work has expanded into a realm I never imagined it was possible to be in.

Last but not least, we demonstrate our presence in person as well as via internet communication. Making strides forward in our communication talents has a positive impact on our interpersonal and social relationships. When our conversations are disseminated electronically over the globe, the requirement for ethical and effective communication becomes even more critical... When my communication talents were evaluated both in person and online, I learned about my personal strengths and weaknesses as well as some recommendations for how to improve my communication abilities in order to become a more informed and effective communicator. The communication course provided me with the chance to further my education in this field while also putting the verbal, nonverbal, and active listening skills that I had learned to good use in my professional life. My ambition is to develop into a communicator who is both successful and ethical.

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Time management:

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# APPENDIX

Slide 1



*Personal Development Skills*

- *Name: George Iulian Chiras*
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- *Group 2 A 1*
- *Academic and Employability Skills*
- *BMSW4001*
- *Lector: Joanna Walsh*
- *Date: 23/04/2022*

Feedback graphic showing five smiley faces (red sad, orange neutral, yellow happy, green very happy, blue extremely happy) and five corresponding bar charts below them, all in the same color sequence.

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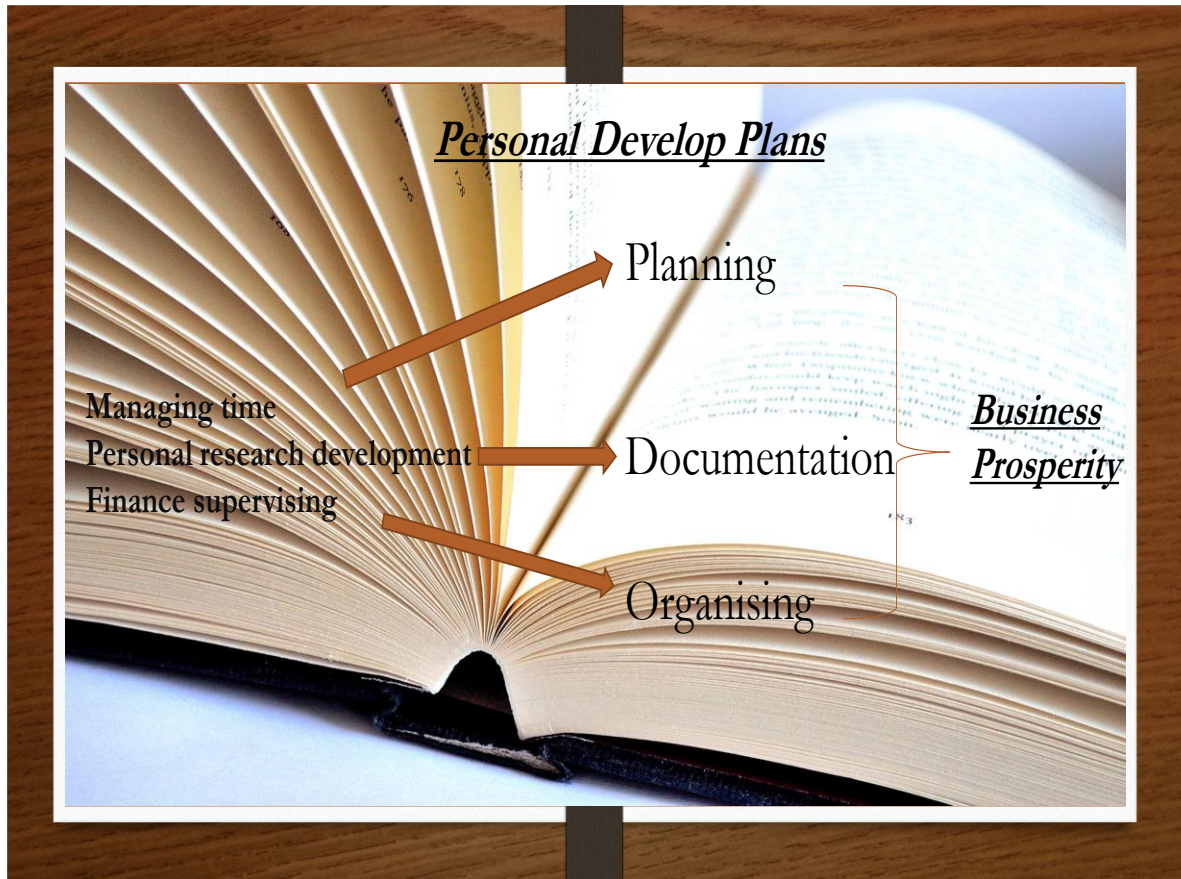


**Personal Skills :**

- Teamwork
- Leadership
- IT
- Marketing
- Entrepreneurial knowledge

The slide features a teal background with a white line graph showing an upward trend. Numerous small, diverse human icons are positioned along the path of the graph, suggesting growth and progress. The entire slide is framed by a dark wood-grain border.

Welcome Sign On Blue Background Stock Photo - Download Image Now - iStock (istockphoto.com)



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