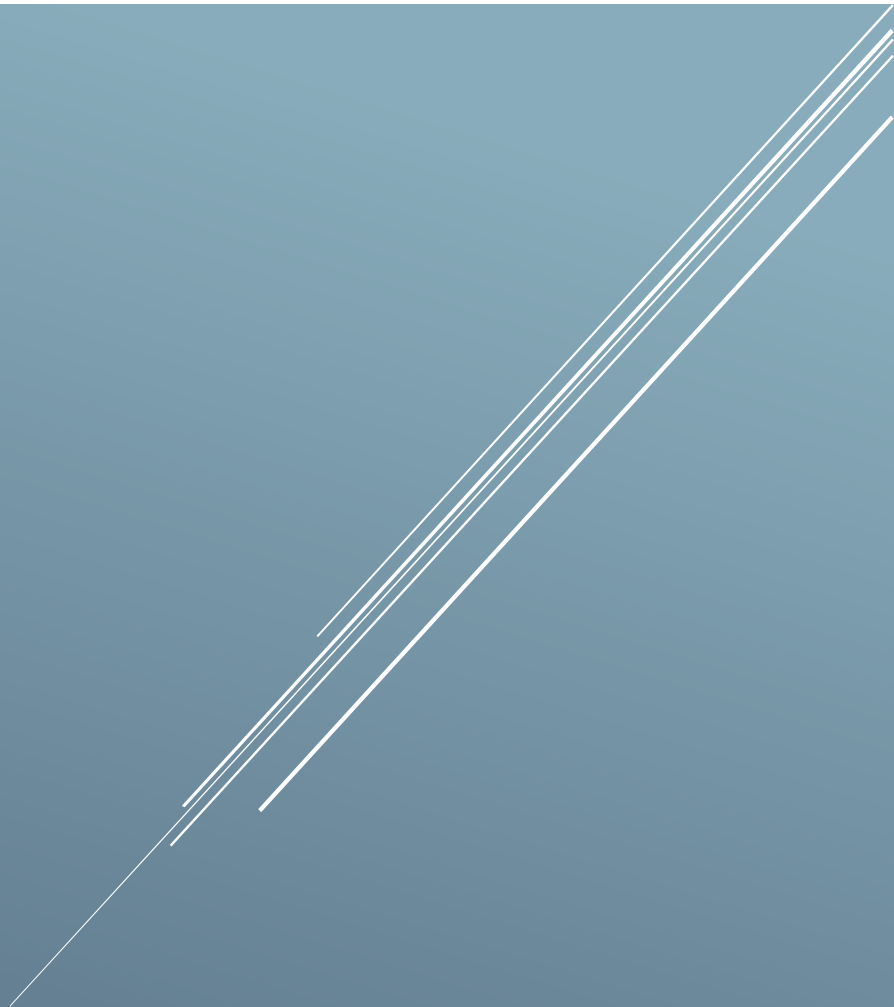




ACADEMIC EMPLOYABILITY SKILLS FOR THE WORKPLACE.

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BMSK4001_LON Academic Employability Skills

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Introduction

Will this assignment be acceptable who knows but when one is asked to regurgitate, reflect upon a moment, an instant a time, a place a thing, or whatever it may be, it can sometimes become a very daunting, scary, and even an uncomfortable experience, but here we go again anyway let's see what we can do.

Most of what you may read today you would have probably already read as a works that have been assembled by myself before, as you are now requesting, that we all reflect upon what we've already learned so far along this short, but interesting journey that we've all taken, in the life of a university student.

Where did it all begin well, we started by exploring the basic necessary skills that we would all need to have a foundation these skills would include

Employability Skills Included

- Creativity Critical Thinking Communicating Effectively Developing Cross Culture Awareness
- Initiative and enterprise. Self-management. Teamwork. Time Management Technology.
- Writing Assignments and Dissertations Learning. Leading Others Planning and organising.
- Presentation Skills Problem-solving.

We then explored the current skills that a current employer would be looking for in a new employee skill that would include

Essential employability skills required

Positive attitude. Communication. Teamwork. Self-management. Willingness to learn. Thinking skills. Problem Solving and Decision Making and Resilience.

I found this part of the course to be very interesting, as I already believed that I myself, already possessed many of these qualities, and or skills and now I wanted to learn and know even more, I wondered how I could personally apply these same principles, into my own start-up business ventures, on an ongoing and daily basis.

Reflection upon myself and where things stand right now:

I believe that I already have all the essential employability skills that required that any company may be seeking.

- Creativity Critical Thinking Communicating Effectively Developing Cross Culture Awareness
- Initiative and enterprise. Self-management. Teamwork. Time Management Technology.
- Writing Assignments and Dissertations Learning. Leading Others Planning and organising.
- Presentation Skills Problem-solving

But at the same time, I am also still currently unemployed I do not work in the current normal sense of the word, but I do work for myself.

I do have a registered company and a few projects that I tinker with when I'm not busy with college work. Some of my own ideas, of course, I personally regard as the greatest creations that have ever been invented for the people on earth, but it's also not very easy in this country to get any form of recognition, approval, or financing, for any idea's that one may have that one may seem as though there's a possibility that it could possibly become a lucrative business opportunity.

In today's world, one must prove themselves today's business arena is now full on up front and in your face. It's a brutal place and if you do not possess the spirit the will, and the determination that is required then you will most likely not achieve many of your goals.

And that is currently where most of my problems reside right now because although the idea's that we have may be good, we still do not possess the so-called (required qualifications) deemed necessary for even attempting to promote such outlandish out of the box untested creative business ideas.

What am I currently doing to improve my situation?

For the last five weeks, I have been back in full contact with my employment recruitment advisor Priya Veerasami who works for the Reed in Partnership Recruitment Agency.

We now engage and have regular meetings every two weeks in the hope of further developing my employability skills.

Our appointments are scheduled for every other Wednesday and have been an ongoing event for the last month or so,

We speak about jobs roles position finding work and many other job-related things, she has also introduced me to one of her college's

Nathan Killington who works for the National Careers Service, with Nathan's help I've already improved and rewritten my C.V and we have also spoken about many other options that I could take in order to find a viable route to move my career forward.

He even taught me something (quite small - quite simple - but useful) which was the (Boolean) job search method. Which is a simple way of breaking down job search queries online which was quite interesting? I have another appointment scheduled for the next week so I will learn even more and gain benefits in various other ways by simply staying in touch and engaging with their team.

Academic writing skills

We then moved on to the academic writing stage of the course I was not really disturbed by this as I love to write and when you're in the mood to clear your mind and put some things down on paper you can really get some things off your chest in a hurry.

So, when it came to the academic writing stage of this course, I was not intimidated in any way whatsoever, in fact, it was quite the opposite.

Before I joined this university, I thought that I knew how to write but after just a few weeks of studying here at the university, I soon realised that I was nowhere near the level of skillset that would be required and deemed acceptable or credible in any academic or public arena,

But now I was starting to become a little more curious more interested, I wanted and needed to know more, I didn't want to be the one who was mentally left behind, I now wanted to learn how to write properly, (your way) and be as good, and as believable as everyone else.

I wanted to learn all the little intricacies that are associated with the art of the academic writing style, such as Harvard referencing, that now inspires me to write even more, and also have the confidence in myself that I can now produce a good (or acceptable) piece of work that even I can believe in.

So, what did I learn?

A definition of academic writing is any writing done to fulfil a requirement, of any college or university. Academic writing is used for publications that are read by the teacher and researchers or presented at public conferences. A broader definition of academic writing could be or also include any writing assignment that has been given in an academic setting.

Characteristics of Academic Writing

Planning:

There will be a certain amount of planning for you to do, way before you even start to write your assignment essay and or paper. And your work must also be set out in a way that it is structured organized and concise.

Outline –

Creating a proper outline of your topic is imperative for academic writing works.

As your outline will help you to create and formulate your thoughts and make you aware of certain other relationships that lay in between the topics.

It may also help you to determine the right words to use and the correct content information to be added or included in your assignment paper.

Tone –A formal tone is always used when writing a piece that you hope to be taken seriously. You should never use slang words, jargon, abbreviations, or any other known but unnecessary clichés. Language – The language that you use in your paper also needs to be very clear and your words need to be chosen for their precision.

A very good everyday tool that you can use to help you pick just the right words needed and to explain all the current issues is a thesaurus. Point-of-view – The point of view should be written in the style of the third person in the conversation, and your work should be written and utilized in this way,

The focus of your academic writing project your main writing goal, should be to educate on the facts and should also be written in a way that it also does not to support an opinion.

Approach –

Deductive reasoning reflection proofreading after completion is also a big part of academic writing, as you must lead your readers to follow the path that brought you to your conclusion. Deductive reasoning forethought and an analytical approach to your work are also important in academic writing and are needed to produce a coherent and well-organized paper.

Research Methods:

[What is research](#)

Typical research methods describe the actions that are taken to investigate and research a problem and the reasoning of the specific application, and of the procedures and or techniques that are used to identify select process and analyse that information. Allowing for the rapid understanding of the problem and allowing the reader to critically evaluate a study.

A research method is a systematic plan for conducting research and it determines the way that you approach your problem or question and will also serve to deliver a profound effect upon the way that you plan to design and construct your assignment or dissertation. The first step in any research process is to identify the problem or develop a research question.

Research methods allow us all to use own brains to formulate new ideas eliminating old useless and impracticable ones and helping us all to build upon and clarify our new aims goals and objectives.

Research methods also help us all to narrow down our research options, around whatever is currently the subject in question.

Research methods vary by the sources from which information is obtained, how information is sampled, and the types of instruments that are used in the collection of data. These methods also vary by whether they collect qualitative data quantitative data or both.

I love to research but I must also be in the right frame of mind before I start, it all usually starts with a thought of something I believe that I can do myself, that's not already being done by someone else. Or to make something that now annoys you to work even better or faster. Once you ask yourself the question, (well why can't I have it?) or (why hasn't somebody done it before?) (why can't it or-we do that?) then its already over in my mind, there is already now a cause, a reason a process, a product and or service that now needs to be investigated (by you).

I then start working overtime looking for a solution to that particular problem that's just how it is, I love the challenge of the search, I absorb the whole journey from the conception of an idea, to the searching for the dynamic solutions, that would combine all of the components needed, all the way through to the explanation and delivery of actually putting all of those new thoughts and dreams down on paper in a way that just somehow all seems to fit and actually make some sense.

Referencing Techniques:

When at the end of any piece of work whether that be an essay an article for publication a business plan or some other piece of work. You must always include a bibliography or list of references for the pieces of materials of other people's work, that you also used when writing your own piece of work. Referencing is, therefore, a standardised method and way of acknowledging the people and sources of information and ideas you have used in your own works.

There are several different styles of referencing:

APA. MLA. Oxford. Harvard. Chicago.

APA (American Psychological Association) is used by Education, Psychology, and Sciences.

MLA (Modern Language Association) style is used by the Humanities.

Oxford Referencing style is a note citation system. It is also sometimes referred to as a documentary-note style. It has two components Footnote Citation Reference List

Harvard is a style of referencing that is primarily used by many university students to cite information sources. In-text citations are used when directly quoting or paraphrasing a source.

Chicago style is an "author-date" system, so the citation in the text consists of the author(s) name and year of publication given wholly or partly in round brackets.

To become a responsible scholar giving credit to other researcher's, scholars, author's, and developers, and acknowledging all their input and ideas when using pieces of their work is imperative. Most business leader's, scholars, researchers, and authors have all probably written those words before in some form or another.

If you would like to be taken seriously and classed as a credible author of your own works then you must always use a referencing technique to avoid plagiarism.

Therefore, by quoting the words of others and all their words or ideas that were used in your own piece of work is imperative.

By rightly quoting the original source of the cited information will then allow your reader to track down the original sources that you used. By citing them accurately in your work, by way of footnotes a bibliography and or reference list.

Reference sources provide general background information facts, definitions, dates, details, aiding in focusing on your topic, delivering quick access to important factual and statistical information, and references, to many other sources of information.

Referencing allows you to acknowledge the contribution of another author's or academic writers piece of work without the need of using that work without permission. All University assignments that draw on the ideas, words or research writers must always contain citations.

I learned quite a lot about referencing in my short time here and I am glad that I did learn about this process, as now I believe it will forever change the way I write in general, I will always think twice about copying another author's works, without the properly required acknowledgements included I suppose that would be one of the major benefits of learning to understand and utilizing this tool.

Conclusion:

As you may already be fully aware there is absolutely nobody in this world or even anywhere else, within the galaxy in which we all reside that is perfect.

We all have flaws and the way I personally come to terms with and overcome all my failings is to fully embrace them every single one.

I then treat them all as a direct and personal threat a challenge and an obstacle in my life that just needs to be solved and or immediately removed.

The challenge that I currently face is being able to fully equip myself with a new and broader range of the digital skills that would be required in order to accomplish my goals.

I believe that I may have started this further education quest in the wrong department.

I sincerely believe that all I really need to do is go out there and build the dreams that I already possess within me.

That I've already created the dreams from deep within me that are all just waiting to be unleashed.

purpose of succeeding in the 21st century is Learning new skills that can then benefit us all as individuals and employee's as well as being the bosses of our own companies.

In order to achieve any of these goals and or objectives, I will constantly have to maintain build upon and further develop in the currency of all my existing unique and dynamic skills.

At the same time, employers must also actively engage and encourage the development skills of all of their current labour workforce in order to maintain their own dominance creativity and innovation if they all intend to keep a firm grip on their current overall market share.