

Group Written Report

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Clear structure

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1. Introduction

Skills are the ability to use the knowledge of an individual readily and effectively in execution and performance. Therefore, identifying and improving different skills as requirements can help in gaining more desired outcomes in academic and professional success. There are different types of skills that are considered strategies, abilities, and habits that help individuals succeed in academic and professional settings. Therefore, it is very important to identify the most suitable and effective skills that can help in engaging academic and professional success in the most desired ways. This report is going to evaluate different aspects of four different skills such as time management, referencing, teamwork paraphrasing and summarizing. Therefore, first, a short definition of each skill will be provided and then an elaborate discussion on the importance of these skills in academic and professional success will be presented that further helps in obtaining a comprehensive understanding of the topic.

2. Time Management

2.1 Definition

Time management refers to the process of organising and planning the way time should be divided between different activities (Janssen et al., 2020). In this context, management of the resources and activities as per the deadlines is vital for achieving specific goals in the most efficient and effective manner.

2.2 Importance of Time Management for Professional Success

Time management is **professional** success is also important as It helps in enhancing productivity. As per the viewpoint of Pelikan et al. (2021) allocating time efficiently further ensures that organisational tasks are incompleted, maximising output as well as results. Moreover, completing the projects and tasks within the given deadlines is essential for managing professional commitments hence better collaboration can be managed. Rodríguez-Sánchez et al. (2020) argued that time management aligns day-to-day activities with long-term career objectives that further help contribute to professional growth. For example, while developing project management activities the construction company is suggested to complete the project within **four years** hence the project team must identify the project objectives, resources, potential risks and expected outcomes. Here, such activities help the company to be more effective with its activities as they have prepared the Gantt chart with the expected deadlines. Such information helps in managing time in the most effective ways.

Furthermore, meeting deadlines and delivering quality work quickly establishes trust and credibility among superiors and colleagues. Such activities allow employees to gain appraisals along with other additional facilities (Peiró, Kozusznik and Soriano, 2019). Moreover, meeting deadlines and delivering quality work also helps in establishing trust and credibility among superiors and colleagues. It enhances the workplace culture as a whole. Time management further helps in managing workloads hence reducing stress and promoting a positive and healthier work environment has been done. It is seen that balancing professional responsibilities along with personal time must be done to foster a sustainable as well as a fulfilling career. In this context it is very important to identify and focus on high-priority tasks that optimise efficiency and allow professionals to accomplish more in less time. Hence, it

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is seen that time management skill **Is** considered the cornerstone of professional success as they contribute to individual effectiveness as well as career advancement, and overall job satisfaction.

2.3 Importance of Time Management for Academic Success

Time management is very important for academic success because it allows students to prioritise tasks that further help them to identify and focus on high-priority assignments. Raković et al. (2022) stated that in the academic domain, it is vital to meet the deadlines of each assignment hence the students suggested finishing their activities within the given time as it helps in obtaining a good impression. Hence, prioritise each activity is required here the students can easily break down the main activities into sub-activities as it becomes easier to finish the sub-activities to complete the main activity as well. Darányi et al. (2023) stated that allocating time also maximises productivity and ensures that study sessions are effective and goal-oriented as well. For example, when a student finish **his assistant** within the given time the student further gets the time to improve the work, hence additional activities such as rectifying mistakes, adding more information or other aspect in order to enhance the overall quality of the work can be done.

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With the help of time management skills, it becomes easier to maintain a work-life balance, as balancing academic commitments with personal activities as well as relaxation is important for sustained academic performance and overall well-being. As per the viewpoint of Mehmood et al. (2021) time management skills ensure the timely submission of every project, assignment and exam preparation that allow students to prevent last-minute rushes. Hence, it improves learning quality as well. Furthermore, adequate time allows students for an in-depth understanding of subjects hence developing better retention and comprehension can be done.

It also helps students to utilise time for reviewing and reinforcing the learned concepts of students for improving long-term retention. Time management strategies also can help combat procrastination hence it allows the students to be more punctual as well. Additionally, time management minimises stress as it provides a structured approach to each academic responsibility.



3. Referencing

3.1 Definition

According to Perkins et al. (2020), referencing refers to the development of an effective ability among individuals for not only citing but also acknowledging sources of ideas, data and information that have been utilised for academic writing. This ensures that proper credibility is provided to the author and benefits people by producing plagiarism-free content in a correct manner.



3.2 Importance of Referencing for Professional Success

Referencing has been playing a critical role in highlighting the way all knowledge has been provided and it ensures whether they are accurate or not. Due to this reason, it has been easier to identify the credibility of sources that have been used and broaden professional success. From the point of view of Elsbach and Knippenberg (2020), references are important for strengthening arguments. Due to this reason, evidence-based decision-making can be focused appropriately which is mainly used in business research. As an example, a marketing manager who wants to provide strategy with industry reports, then it is required for him to reference them all. This can be easier for supporting his claim and more believable for getting success in a professional career. Referencing can assist in providing accurate information and enable each individual to maintain professional integrity. Due to this reason, individuals can focus on building a trustworthy relationship with clients and stakeholders who are associated with it. On the other hand, as per the statement of Baas et al. (2020), quality assurance can be provided with accurate referencing. For example, in the medical field, each individual is required to reference their clinical trials as well as studies to ensure that they are capable of planning and diagnosing treatment.

Great example

good use of integrated citations in the report

3.3 Importance of Referencing for Academic Success

As per the evaluation of Onyemelukwe (2019), referencing has been playing a critical role in avoiding plagiarism issues in a hassle-free way. In this regard, researchers have been providing proper credit to others, assisting them to not face plagiarism issues. For example, our team has taken the task of writing this report where we have used intext citation by adding a reference list at the end of this writing. This has assisted us in producing plagiarism-free content. As per

Excellent!

the opinion of Hickey (2023), referencing helps give insight into credible resources which is useful for providing evidence. This has been capable of developing critical thinking ability among people. In this regard, researchers are focusing on avoiding using their argument without any proper evidence and focusing on further research by finding strong points from existing research. Such measures have been vital for earning success in their academic career as it has provided them with an opportunity to provide critical arguments throughout their writing in academics. On the other hand, researchers have been capable of developing their capability for focusing on written communication. These are the aspects that have enabled them not only to earn good marks in their academics but also assist them in preparing for their future professional life to be employed.

4. Teamwork

4.1 Definition

As stated by Pazos et al. (2020), teamwork refers to an ability that enables each individual to work cooperatively to meet a common goal. It associates the capability of communication, coordination and positive group efforts. These are the key success factors for demonstrating teamwork for achieving a shared objective as a team.

4.2 Importance of Teamwork for Professional Success

As per the discussion of Jiang et al. (2022), teamwork has been developing the capability to come up with diverse knowledge, experiences and perspectives. This ensures to development of more effective and creative solutions for solving complex problems efficiently. In this regard, they are focusing on brainstorming which is beneficial for them to come up with a wide range of decisions and choosing the most appropriate one. For example, in order to develop a product for a company, a team of marketers, designers, and engineers have to show their full cooperation in the workplace. This can enable them to evaluate required, current situations and design innovative solutions for getting success in the market.

As demonstrated by Salih and Draucker (2019), teamwork **has been capable of** heightening efficiency as well as productivity for the completion of tasks because it is helpful for dividing tasks among members. Teamwork has been developing a 'sense of shared responsibility' which is motivating each individual to become accountable and maximise their ability to perform the tasks. For example, in healthcare, a team of nurses, doctors and other different healthcare professionals have been included in providing coordinated care to patients. The accountability level of each individual is responsible for satisfying patients through the care that is earning success for each individual in their professional career. Apart from **these**, teamwork is important for focusing on the continuous learning of individuals and helpful for them to



develop them to grow their career in the competitive market. Moreover, it has been improving their decision-making capability gradually.

4.3 Importance of Teamwork for Academic Success

As per the perception of Zajac et al. (2021), teamwork ensures to focus on clear communication. It enables each individual to give effective heed to active listening that influences them to meet a shared goal. Through effective communication, different approaches have been discussed that assist people in growing their analytical capability. Hence, they are able to evaluate information critically. This has been providing an option to every member to find out their weaknesses and giving insight into their development appropriately. Collaboration has been assisting each individual in building confidence level which is improving their self-esteem level in a hassle-free manner.

As per the description by Leopold and Smith (2019), team working has been demonstrating collaborative learning. This enables each individual to learn concepts from each other and grow their capability to keep the information on their mind for the long run. Through this, they have been showing a positive attitude in taking exams and making good marks which is broadening their success in academics. In this regard, transformational leadership theory is helpful. This fosters open communication that motivates each individual to cooperate with each other. Such proactiveness is crucial for improving not only critical thinking skills but also problem-solving attitudes. For example, our group divided tasks among each individual and did research on 'time management, referencing teamwork, and paraphrasing and summarising'. This has assisted us to improve our knowledge and encourage every team member to take part in growing their ability. Therefore, a shared decision-making has been possible to heighten the arguments through this research.

5. Paraphrasing and Summarising

5.1 Definition

As mentioned by Eaton et al. (2022), paraphrasing refers to the act of restating and paraphrasing text, ideas and information of others without changing the original context as well as meaning. Paraphrasing ensures individuals provide their ideas and information in different languages and show their critical understanding of their learning. Summarising refers to providing main details, vital information and main context in a short and concise form from a larger text.

5.2 Importance of Paraphrasing and Summarising for Professional Success

As highlighted by Schechter (2022), paraphrasing and summarising have been developing the ability of people to write complex ideas in a concise form. This has been playing a critical role in helping the audience to give insight into the writing in a hassle-free manner. Professions are

using it for presenting their information in front of stakeholders, and clients. As an example, during a presentation in the office, one can paraphrase not only complex ideas but also avoid using technical language to produce research findings. This can assist non-experts clients to understand them at ease and earn huge success in their professional career growth.

As per the view of Sucita and Hukom (2022), this skill assists people in summarising all of the information accurately as well as quickly. Professionals have been using it to come up with informed decisions for solving complex problems. As an example, marketers have to make an analysis of market conditions and they have to go through various market research reports. Paraphrasing and summarising have been helping them to write all of the key findings along with recommendations for providing valuable information to the company in order to enhance its business growth. Accordingly, marketers are getting an opportunity to heighten their careers in the competitive market.

As depicted by Alaofi (2020), paraphrasing as well as summarising are equally responsible for the synthesis of information. This ensures that individuals are producing original content and increases their credibility by gathering similar information from a wide range of sources.

5.3 Importance of Paraphrasing and Summarising for Academic Success

As pointed out by Yuliani et al. (2023), paraphrasing and summarising have been encouraged to be read again and again. This has been assisting students to engage them with materials, giving insight into key findings and understanding all of the contents better. Through this, they are able to rephrase them appropriately and maintain the originality of their work. Apart from that, it has been becoming a critical tool for students to retain knowledge to use in the future. This plays a crucial role in enhancing writing skills and, the usage of precise and formal language. Correct sentence structure is maintained in order to convey ideas appropriately and concisely. For example, our team has taken this task to writing reports where we have used our paraphrasing capability to demonstrate ideas. In proceeding with the writing, we have found the essence of the usage of words and grammar. Due to this reason, all of this writing is produced in such a manner that all of the contextual information is retained.

As per the discussion of Ardelia and Tiyas (2019), paraphrasing has been playing a vital role in preventing individuals from producing plagiarised content. For this, students have been using a different range of sources for writing essays, reports and research papers in their own worlds. Through this, they are capable of showing their research skills for highlighting a comprehension understanding of the existing literature that has been published. Through this, students have been getting the ability to process information efficiently and synthesise diverse sources.

6. Conclusion

Skills are very important in order to achieve the desired outcomes in academic and professional settings. It is seen that time management in academics is important for maintaining mental well-being and developing lifelong learning skills and academic goals. Additionally, with the help of time management skills a better career progression, can be demonstrated. Moreover, referencing skills allow students to be more effective with their presentation as it helps avoid any kind of plagiarism issues hence, the authenticity and liability of their work can be maintained. This skill also helps individuals to be more trustworthy as well. Additionally, referencing skills also help in providing plagiarism-free content.

Teamwork is a significant skill that allows an individual to be more capable of dealing with people from different backgrounds, it also helps in developing a sense of collaboration. it further allows an individual to develop a positive and collaborative workplace culture that motivates everyone with their responsibilities. Furthermore, paraphrasing and summarising is yet another skill that allows students to present a more reliable piece of work that helps in obtaining professional success as well. Therefore, the identified skills must be developed in order to gain the ultimate success in academic and professional careers.

Good summary of the discussion

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Group Written Report

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

75/100

PAGE 1

PAGE 2

Text Comment. Clear structure

PAGE 3

Text Comment. Focused and clear introduction

Text Comment. make sure you create more space between sections



Comment 1

Why four years?

PAGE 4



Comment 2

odd capitalisation



Comment 3

unclear

PAGE 5



Comment 4

try to use neutral words and phrases



Comment 5

Proper can mean different things to different people; be more specific

Text Comment. Great example

Text Comment. good use of integrated citations in the report

Text Comment. Excellent!

PAGE 6



Comment 6

Avoid mental shortcuts; this is a personification



Comment 7

What does 'these' refer to?

PAGE 7



Comment 8

Professionals

PAGE 8

PAGE 9

Text Comment. missing outline

Text Comment. Good summary of the discussion

PAGE 10

Text Comment. Excellent!

PAGE 11

PAGE 12

SLAVKA PEPOVA ZDRAVKOVA

75

CRITERION 1-20

Engagement with Literature Skills



16

CRITERION 2-20

Knowledge and Understanding Skills



14

CRITERION 3-20

Cognitive and Intellectual Skills



14

CRITERION 4-20

Practical Application Skills



CRITERION 5-20

Transferable Skills for Life and Professional Practice



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