

Academic & Employability Skills

BMSW4001

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Overview

SWOT analysis

Paraphrasing

Time management

Academic writing

Reflective writing

Sources

SWOT analysis

Strengths

- Paraphrasing
- Time management

Weaknesses

- Academic writing
- Reflective writing

Strengths

Paraphrasing



Definition

Rewording a source text while retaining the original information

According to Deakin University (2020), it also involves thorough understanding of the meaning: "Your discussion of the topic and your analysis of their ideas that should form the backbone of your essay."



Why is it necessary?

Promotes critical thinking

Gives credibility to your text

Avoids plagiarism

Shows you have done your research

Time management

"The practice of using the time that you have available in a useful and effective way, especially in your work" (Cambridge Dictionary, 2021)

- a process that once practiced can be turned into a permanent skill
- planning the amount of time spent on due activities proactively and efficiently

Why is it necessary?

- being more productive
- achieving goals
- allows you to regain control of your life schedule by reducing "time-wasting"
- helps you prioritize your tasks

Academic writing



Definition*

a formal style of writing meant for materials produced in higher education

defined by its shared characteristics: a formal tone, "clear, concise, focussed, structured and backed up by evidence" ([University of Leeds](#), 2020).



Why is it necessary?

creating logical arguments
being understood by peers



How to achieve it?

Reading scholar articles
Adjusting based on feedback

*According to [Your Dictionary](#), it could borrow many definitions depending on the specific writing assignment (ex. reports, research papers, essays).

Reflective writing



Definition

Applying a serious consideration on personal experiences and expressing your thoughts and opinions on the subject into writing

"It is generally believed that the thinking process involves two aspects: reflective thinking and critical thinking. They are not separate processes; rather, they are closely connected" (Brookfield, 1987).

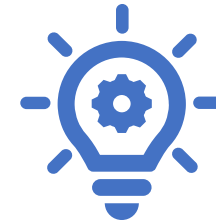


Why is it necessary?

Exploring and analysing your thoughts

Learning from your experience

"Personal and emotional growth"
(Oxbridge Essays, 2020)



How to achieve it?

Contemplate on what you are learning

Practice expressing your ideas in order to be understood by others

Journaling

Conclusions

- Each academic skill is valuable on its own, but more importantly, together
- They allow us to become "more efficient learners" during higher education, but are also "invaluable outside of the classroom and after [we] graduate" (Cleeve, 2018)
- Having these academic skills would empower me to participate more in classes, despite not being a native English speaker