

Student name: Ivelina Proynova
Student number: 2021018
Lecture's name: Joanna Walsh

Academic and Employability Skills

Report

This report will draw our attention to the need for academic and employability skills that each person uses more or less in their daily lives or in the work environment. These skills are fundamental and important in the field of work. They are important not only for our professional life, but also for our personal life. Because with the acquisition of these skills we automatically begin to make better decisions personally, when we summarize, compare and reflect, guided by our academic knowledge. When we compare the strengths and weaknesses, we will summarize and draw conclusions that will help our successful development. Therefore, this would give us a good opportunity to be prepared for our future business and our confidence to take it into our own hands

Academic Writing

Academic writing sharpens students' minds, teaches them how to communicate, and expands their thinking abilities and ability to comprehend others. Every student deserves to be a strong thinker, and writing is a form of thought. An academic essay, according to the University of Wales, is a structured piece of written English that discusses a specific topic and produces an answer through reading study. The purposes in academic writing are to persuade, analyze/synthesize, and inform. I learned in class that an academic essay responds to a question by forming an argument about the subject. An academic argument is a piece of writing that presents a point of view on a subject and backs it up with facts. We are expected to express our opinions on the subject, backed up by facts. Reading around the subject provides the proof used to substantiate claims. We were unable to compose academically.

- Academic essay writing

To write an academic essay we must follow the following steps –

1. To read and understand the question.

Several questions which we have to look on.

What do I expect from my tutor?

What is the best format to use: a study or an essay? Is there an option for me, or is it spelled out in any guidance notes I have received?

What exactly is the question posing?

Is the aim to educate, analyse, or suggest – or anything else entirely?

Is there a minimum or maximum length?

Is there any guidance about how to divide the word count between sections?

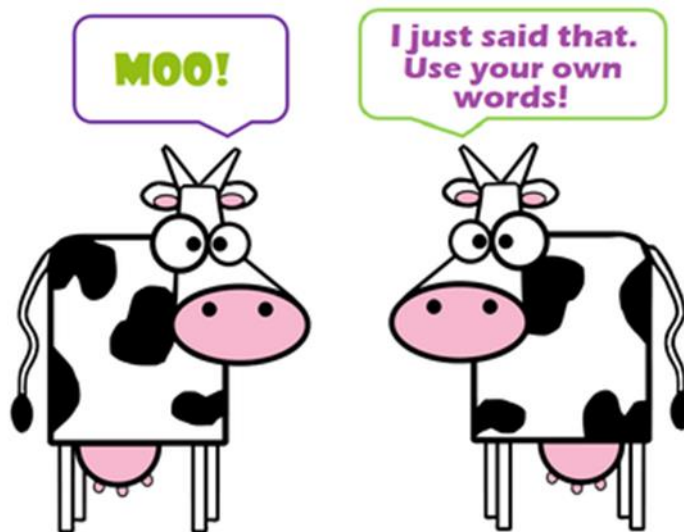
Is a formal tone ('it could be argued...') or a more personal tone ('I believe...') required?

2. Creatively use your brain on the topic.
3. Take notes during the topic.
4. Let's plan the essay.
5. Essay writing, including information and ideas from your sources (correctly indicated)
6. And before sending the essay, correct for mistakes and edit according to requirements.

Academic writing helps me develop my analytical skills and self-expression while also clearing my mind in my everyday life. I'll develop my oratory skills and be able to share my posts with a wider audience. Writing custom articles allows me to supplement my income.

Paraphrasing

Paraphrasing is the process of putting another person's thoughts into our own terms. When we use the work of others to justify our own point of view, we can use paraphrasing. When paraphrasing, we must modify the terms and form while maintaining the meaning. And from the course lessons I learnt that it's also important to note that when we paraphrase someone's work, we must credit them with a reference. Our lecturer told us that when we paraphrase, we do not copy. We use our words to simply take the idea from work.



• Paraphrasing Techniques

1. Using synonyms

Our speaker noted that sites that give us easy access to synonyms can be used it could helps us.

2. Changing word class (and making any other necessary changes)
3. Changing word order (and making any other necessary changes)

- **Example of Paraphrasing**

Original passage:

The library at Stephen F. Austin is home to the AARC, which provides tutoring to students in the fields of math, business, science, liberal arts, and writing. Through the AARC, students can use weekly one-on-one sessions, walk-in assistance, and online essay revisions. This tutoring is free of charge to all current students.

Paraphrasing:

Students at Stephen F. Austin will visit the AARC for free tutoring in most major subjects, both in person and online, according to their website (Citation of original source).

Whatever method we use, we must remember that our sentences require: maintain the original's definition but with a different structure. To be grammatically correct, you must use the proper spelling. The importance of paraphrasing is that it demonstrates that we understand the source well enough to write it in our own terms. It is important because it demonstrates to us and our reader that we have sufficiently comprehended the source to write it in our own terms. When large or complicated quantities of information need to be addressed or communicated with a group of people who can follow the description, or when the communication of this information needs to be simplified for some purpose, paraphrasing can be very useful and therefore necessary. When complicated knowledge needs to be condensed for a group of people with fewer specialised backgrounds, paraphrasing may be helpful. When complicated knowledge needs to be condensed for a group of people with a less technical background who need or want to understand the topic, paraphrasing will be helpful. The ability to paraphrase is a valuable skill for any person. In paraphrasing, a writer has to choose a different sentence structure and use of words before writing it down. It also reflects the importance of paraphrasing that a writer needs to have a good understanding of the words, their synonyms and antonyms too.

Summarising



In academic writing, summarising is a necessary skill. It allows you to extract the most important points from a text and rewrite them in your own words, in a condensed version. When it comes to taking notes and researching for an essay, such abilities are invaluable. Writing a good summary shows that we have fully comprehended the text we are reading. When it's necessary to condense large amounts of text or other data. Our lecture explained that the main ideas of the entire text (or a large portion of it) are thus reformulated and condensed when summarising. And she also said that we may be asked to summarise a textbook or article, and scholarly articles may include summaries of previous research to introduce the new research.

Summarising Step by Step

1. Read

We must carefully read the text we wish to summarise in order to ensure that we comprehend its contents and the author's point. We may need to make notes or underline the most relevant passages if the text is lengthy.

2. Write

If the document is lengthy, make a list of the key points. If the text is divided into parts or chapters, we may want to concentrate our overview on that structure. Then, from memory, write a summary of each section.

3. Check

To ensure that our outline captures the meaning of the source text, we must equate the draught to the source text.

4. Revise

Consider quoting those passages if our text is too close to the source text. We must also remember that the quote must be literal, i.e. the source text must be shown exactly.

5. Give reference

It's important to remember that proper citations, quotes, and paraphrases are all required in the summaries.

While summarising is a good way to quickly present the content of a report, hypothesis, interview, or other source, it is important to remember that a pure description can only summarise a source without providing new details or ideas. The summary is used to provide a quick overview of what

has been said in previous books, blogs, and so on. As a result, unless otherwise specified in an assignment, an academic essay cannot. As a result, unless otherwise specified in the task, an academic essay cannot consist solely of summaries of previous research. Writing a summary is beneficial because you are analysing and reviewing knowledge as well as creating memories of what you have read or learned while defining what is significant. When you need to produce a new text that includes re-presenting others' thoughts, having a reliable and brief record of what we have read or learned is also a valuable source of 'digested' material.

Referencing

We must credit our original source or sources if we use someone else's work. Referencing means acknowledging where we got our information from:

- in the body of your work (in-text referencing or citation) AND
- linking your citations to your list of works cited (also reference list or bibliography). See the glossary for the full explanation of these terms and the referencing style guides for stylistic information.
- Material which you must acknowledge includes but is not limited to:
 - exact words (written or spoken) *Note that exact words must be placed in quotation marks or indented depending on the referencing style you use. See reference style guides for details
 - summarised or paraphrased text
 - data
 - images (graph, tables, video, multimedia etc)
 - pictures or illustrations
 - ideas or concepts
 - theories
 - opinion or analysis
 - music or other performance media
 - computer code
 - designs, drawings or plans

There are several different styles of referencing:

- **APA, MLA, Oxford, Harvard, Chicago**

I will focus on Harvard references because our lecturer told us that we need them. When using a reference to Harvard, we place the citation on the source immediately after the citation, referring directly to the list of references. Because the citation is inserted into the actual text, this is often known as a quotation in parentheses and only short forms are used (Author Year: Page Number).

The fundamentals of an encyclopaedia or dictionary entry's Reference List:

1. Author or authors. The surname is followed by first initials.
2. Year.
3. Title of encyclopedia or dictionary entry.
4. Title of encyclopedia or dictionary (in italics).
5. Publisher.
6. Place of publication

References examples:
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Accurate and adequate referencing would assist us in avoiding plagiarism charges. There are, however, additional compelling factors to show good academic practise in all of our coursework and academic endeavours, including exams.

Referencing ensures that our claims can be backed up by proof.

- We will be able to use our own sources for future analysis
- Our work will be more compelling because our reader will be able to locate our sources.
- Our professor will be able to see how much reading we've done and whether we completely comprehend the material.
- Our work will represent anticipated academic values and good academic practise.

From the above discussion, it can be concluded that all of these skills are extremely successful and necessary in a person's life in order to achieve their goals and objectives. To make a person's life much more meaningful and successful, development skills must be improved. All of these skills will allow me to have a good career in life as well as excel academically. It is important to concentrate on professional growth practise in order to maintain ongoing learning in order to enhance skills and abilities. As a result, it can be said that one must practise development skills in order to improve strength and engrave more opportunities in one's life. With the development of these 4 topics, we expand our intellectual skills, which gives us the opportunity to lead a successful communication. And first of all, this development provides us with great opportunities professionally

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