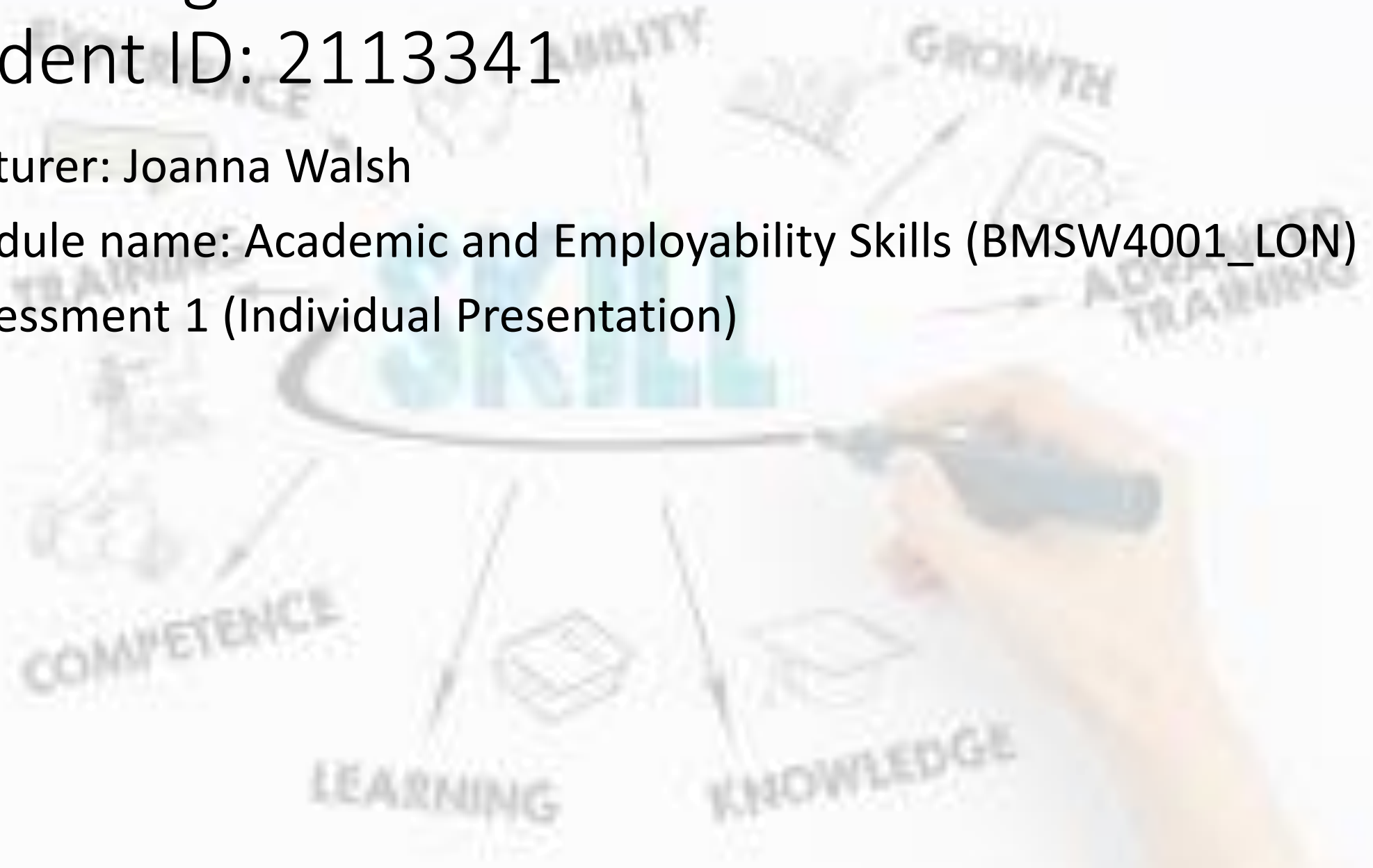


Caramangiu Mihaela

Student ID: 2113341

- Lecturer: Joanna Walsh
- Module name: Academic and Employability Skills (BMSW4001_LON)
- Assessment 1 (Individual Presentation)





ACADEMIC AND EMPLOYABILITY SKILLS

Task 1: Individual Presentation

Introduction

- Academic skills must be included in placing talents and a variety of academic pursuits for researching, writing presentations
- Employability skills also include good communication and teamwork skills along with maintaining patience and the skill of adaptability



Personal SWOT analysis

Strengths Skill of time management Skill of imagination Skill of organizing the learning materials	Weaknesses Skill of the critical thinking Skill of problem solving Skill of decision-making
Opportunities Communication skill Participation skill Coordination and management skill	Threats Lack of proper curriculum planning Lack of making internal communications Lack of skill for sitting in an online test

Time management tools

- Calendar
- Time-tracker
- Time management apps
- Note taking software

TIME MANAGEMENT TOOLS



CALENDAR



DIARY



PLANNER



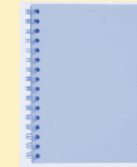
BULLET JOURNAL



TO-DO LIST



ORGANISER



NOTEBOOK



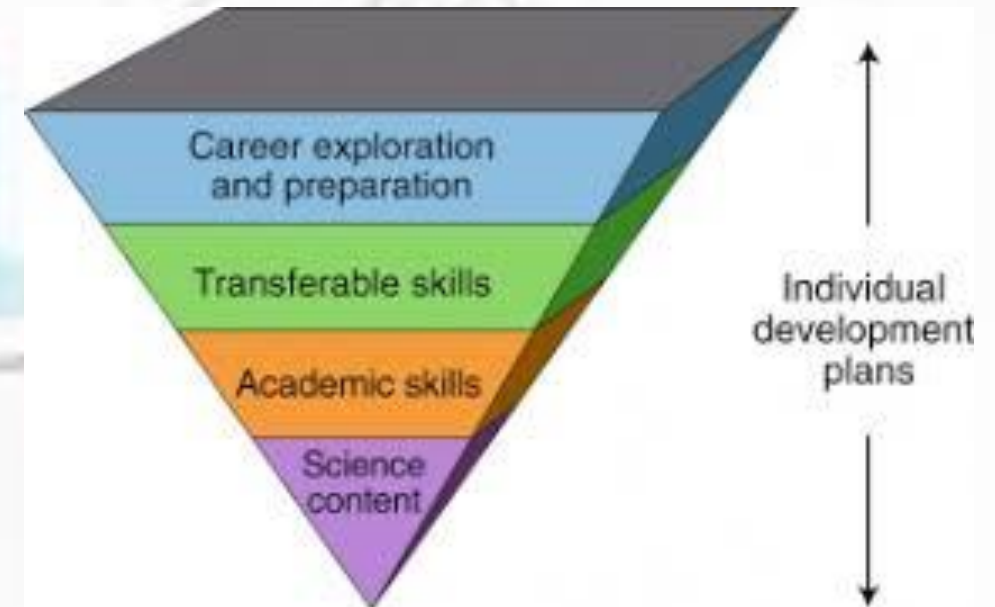
PHONE APP

PDP plan

Acquired skills	Actions	Future implications
Curriculum planning and internal communication	It can be developed by looking at the standards of each area of a specific subject. Besides, internal communication can be developed by communing verbally with the teachers and the peer-groups	It can be helpful in my future as it can be beneficial for me in improving my spoken ability and enhancing my knowledge in a particular subject
The ability to sit for an online test	It can be developed by removing the fear and increasing the confidence along with proper arrangement of technology and device	It can be beneficial in my future as I will be much familiar with this procedure for making me potential and efficient

Conclusion

- The acquired academic skills must be helpful in increasing my overall confidence, self-esteem and competence.
- The academic skills can be used in my employment career as a student by enabling them to look for new opportunities



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