



Academic and Employability Skills (Task 1)

Module Code: BMSW4001

Presented by:
Hassan Abbas
2010829

Presented to:
Sylvia Hoffman

Introduction

Intended Career

Business Freelance
Writer

Requirements

- Business Degree
- Excellent Written Skills



Academic and Employability Skills

Academic Writing (Bailey, 2003)

- The Writing Process
- Elements of Writing
- Accuracy in Writing
- Writing Models

Paraphrasing

- Key Information
- Order
- Synonyms
- Repeat Author's name

Summarising

- Important Points
- Use your own Words
- Keep it short
- Write objectively (Main ideas of authors)
- Document the publishing information

Referencing

- Essential
- Alphabetical order
- Books, Journals etc in particular format
- Contains all information available

Reflective Writing (Anne Sen, 2010)

- Personal
- Theory, Practice & Learning
- Formal Paper
- Management Skill
- Personal and Professional Development

Time Management Tools (Manktelow, n.d.)

- Activity Logs
- To Do lists – The Key to efficiency
- Urgent/Important Matrix
- Managing Interruptions
- The Art of Filing

Academic and Employability Skills

Strengths

- Time Management
- Multi-tasking
- Multilingual
- Public Speaking
- Result Oriented

Weaknesses

- Written Communication
- Hesitant
- Work-life balance
- No prior experience

SWOT ANALYSIS

Opportunities

- Social Networking Platforms
- Self-employed
- Work online
- Personal Contacts

Threats

- Financial Difficulty
- Health
- COVID-19
- Lack of motivation

Academic and Employability Skills

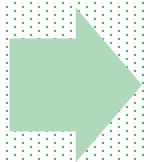
Personal Development Plan

Improve Problem Solving & Communications Skills – 6 months
Excellent Academic Writing Skills – 9 months
Professional Career Development – 12 months
Progression
Reflect on Stages

Academic and Employability Skills

Conclusions

Evolving Skills
Attitudes
Insights



Academic &
Employability
skills are essential



Following my
personal
development plan

A decorative border at the bottom of the slide featuring a row of colorful squares with various white icons (e.g., lightbulb, magnifying glass, infinity symbol, speech bubble, glasses, target, handshake, group of people, hand, book, hand, envelope, pencil, star, hand, trophy, heart) above and below a central black bar containing the text.

Academic and Employability Skills

References

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Thank you