



# Gheorghe Cristian Enache

2011271

Academic and Employability skills

BMSW 4001

Lecturer : Anita Nan

# Introduction



1 • Purpose

2 • Identify strengths and weakness

3 • Focus and improve

- SWOT analysis
- Note taking
- Summarising
- Public speaking
- Time management
- Referencing
- Cv writing
- Personal development plan
- Conclusion
- References



# Overview

# Swot analysis

## Strengths

- Note taking
- Summarising
- Public speaking

## Weaknesses

- Time management
- Referencing
- Cv writing

# Note taking



Ability to record information from different sources



Finding the essence of the information and filtering the unessential ideas.



Improves focus and attention to detail



Can be used for future reviews or rehearsal



Improves organization skills



Eddy, Matthew Daniel (2016). ["The Interactive Notebook: How Students Learned to Keep Notes during the Scottish Enlightenment"](#). *Book History*. 19: 87–131.

- Express the most important facts or ideas about something or someone in a short and clear form
- Shortening a passage or a write-up without changing its meaning but by using different words and sentences

Unknown author Summarising ,  
*Wikipedia*, <<https://en.wikipedia.org/wiki/Summary>>

# Summarising

- The action or practice of addressing public gatherings; the making of speeches.

*General Purposes of Speaking.*

2012books.lardbucket.org. Retrieved 2016-11-04



# Public speaking



ABILITY TO USE TIME  
EFFECTIVELY AND  
PRODUCTIVELY



DELIVER WORK ON  
TIME



PROVIDE A BETTER  
QUALITY OF WORK



MORE PRODUCTIVITY A  
ND EFFICIENCY



LESS STRESS AND  
ANXIETY



IMPROVED QUALITY OF  
LIFE



ADAMS, G. A., & JEX, S.  
M.  
(1997). [CONFIRMATORY  
FACTOR ANALYSIS OF  
THE TIME  
MANAGEMENT  
BEHAVIOUR  
SCALE](#). *PSYCHOLOGICAL  
REPORTS*, 80, 225-226.

# TIME management

- Referencing means acknowledging your source
- Including detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list or bibliography).

Unknown author *What is referencing*, University of Kent,

<<https://www.kent.ac.uk/ai/students/whatisreferencing.html>>

# Referencing



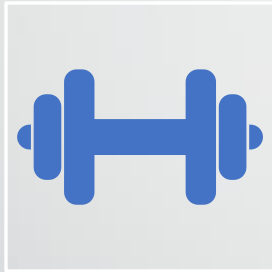
Detailed document highlighting professional and academic history, work experience, achievements and awards, scholarships or grants.



Unknown author 2020 *What is a CV?*  
Indeed.com 26.11.2020  
<<https://www.indeed.com/career-advice/resumes-cover-letters/what-is-a-cv>>

# Cv writing

# Personal development plan



Use strength to improve weaknesses



Need to improve my time management skills



Use note taking to plan everything in advance

# Conclusion

- Better time management
- New skills
- Importance of academic skills
- Ready for new challenges



- Eddy, Matthew Daniel (2016). ["The Interactive Notebook: How Students Learned to Keep Notes during the Scottish Enlightenment"](#). *Book History*. **19**: 87–131.
- Unknown author *What is referencing*, University of Kent, <<https://www.kent.ac.uk/ai/students/whatisreferencing.htm> |>
- Adams, G. A., & Jex, S. M. (1997). [Confirmatory factor analysis of the time management behaviour scale](#). *Psychological Reports*, *80*, 225-226.
- Unknown author 2020 *What is a CV?* Indeed.com 26.11.2020 <<https://www.indeed.com/career-advice/resumes-cover-letters/what-is-a-cv>>
- *General Purposes of Speaking*. 2012books.lardbucket.org. Retrieved 2016-11-04
- Unknown author Summarising , *Wikipedia*, <<https://en.wikipedia.org/wiki/Summary>>

## References