

Individual Academic Report

Bachelor of Arts in Business Management

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Academic Skills

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1. Introduction

Academic skills are essential for success in any academic setting. A good academician should possess strong written communication skills, and the ability to take notes and properly reason through the learning material. Additionally, teaching literacy and paying attention to detail are important components of academic abilities. All of these factors contribute to the foundation of academic skills, which are necessary for success in any academic environment.

The importance of acquiring these skills lies in achieving good academic results that will carry over into an individual's entire professional life. However, some students pursuing degrees in higher education often find difficulties in achieving some of the necessary academic skills, such as proper referencing, plagiarism-free writing, accurate in-texting, giving author citations, and more (Rose *et al.*, 2020).

This study aims to explain and demonstrate research skills, including their meaning and the processes of developing academic writing. It will also discuss the importance of research skills in general, as well as to students, providing examples to support this discussion. Additionally, it will explain and demonstrate referencing, describing how it is done, and its importance. By doing so, this study hopes to provide a comprehensive overview of research skills and referencing.

2. Explanation and Demonstration of Academic skills

2.1. Research skills

To explain the meaning of research skill, it is stated that it is the ability of an individual, or researcher, to create new concepts, facts, events, or inferences, by utilizing the existing literature data.

Research skill expresses deductive as well as inductive approaches based on which the researcher can provide some new concepts and introduce these concepts as a reference for further work. To explain the processes of developing academic writing, it is important to possess some qualities of being a good academic writer.

Firstly, an academic writer should have the skills of reproducing written communication, note-taking capability, and proper reasoning of the learning material (Leslie, 2011). The academic writer should write a plagiarism-free piece document with proper in-texting, author's citations, and appropriate uses of quoted-unquoted statements.

However, a student pursuing their academic degrees in higher education are often found to miss out on any of these qualities of good academic writing due to their poor understanding of the matter. Also to produce a newly formed researched document, an academic writer needs to follow proper technique, documentation, and interpretation of collected data (ten Braak *et al.*, 2019). The research materials should be carefully read through to assess the substance of expected study outcomes. To become a good academic writer, it is required to evaluate hypotheses provided by previous authors.

Secondly, to achieve the desired results, academic writers follow a specific path that includes researching desirable documents with keywords, going through the documents, listing and analysing the findings, and evaluating the final data.

To accomplish research work on a particular topic, the researcher usually follows this pathway and this is the importance of acquiring research skills, i.e., to execute a properly researched document (Hendriarto *et al.*, 2021).

Thus, students must have proper research skills to make a good impression on the interviewer or employer; this will help them secure job positions in the near future. Additionally, good researched materials/documents are required for assignment preparation which will help the student to achieve good academic scores. For example, the students who research more secondary sources including articles, journals, books, websites, news, and events on a particular topic, are usually found to secure good scores academically. Therefore, the more research work is done by students the more chances they acknowledge the particular topic and secure their placements earlier (Lee *et al.*, 2020). On the other hand, the student who does not perform research work thoroughly and gets dependent on a few literary sources generally lags behind both academically as well as in securing positions in placements.

Overall, research skills are essential in all fields of study, as they allow individuals to collect and analyse data to answer questions, solve problems, and make informed decisions. For students, research skills are particularly important as they are often expected to demonstrate their knowledge and understanding through research-based assignments and projects. Strong research skills can lead to greater success in academics, as well as in the workplace and in life.

2.2. Referencing skills

Referencing is the practice of acknowledging the sources of information that have been used in an academic work such as an essay, research paper, or presentation. The purpose of referencing is to provide evidence of the sources that have been consulted and to allow readers to verify the accuracy and credibility of the information presented.

Thus, having knowledge of proper referencing is important for students to execute an academically superior document (Mataniari *et al.*, 2020). Whenever a student or a researcher uses information from the documents of other authors, it is their responsibility to cite the author's name along with the year so that it does not become liable for the snatching of information or getting plagiarized.

Plagiarism is one of the most vital components of academic writing. Every author should deliver a plagiarism-proof written document in order to get it published. On the other hand, it is essential to learn how to use proper in-texting in between texts. The students can use in-text citations by providing the authors' names along with the year of their publications in parenthesis after finishing the statement provided by the author; the statement should be modified in the own language of the researcher or students (Carberry *et al.*, 2021). The student or researcher can initiate a statement with the author's citation (in-texting) as well. In this case, the citation is not provided in parenthesis; it guides the initiation of the statement in the modified language of the student/researcher.

The skill of referencing mentions that the source of information should always be supplied along with the authors who introduced the pieces of information. To explain the importance of referencing to students in Higher Education, it is emphasised that in higher education students produce their own-researched materials in the form of assignments (Wong and Saunders, 2020).

The quality of the document also improves with more references. To produce superior-quality research papers, students should use more literary sources. In higher education, students are expected to conduct research on specific subjects and present their findings in the form of reports, essays, or reflections, and to present project proposals or dissertations as well.

Hence, for students in higher education, it is important to know how to write un-plagiarised statements with the correct provision of authors' citations (Gosavi and Deshmukh, 2021). For example, the importance of referencing to support this discussion can be explained by failed assignments where students fail to provide plagiarism-proof writing. They are found to get minimum scores and strive to secure job positions in the future.

On the other hand, the student who can write assignments with correct referencing (including in-text citations) are found to score well in academics and secure better positions in placements. Thus, it is vital to develop adequate referencing skills to produce plagiarism-proof pieces of documents and maintain the good conduct of academics (Daoud *et al.*, 2019).

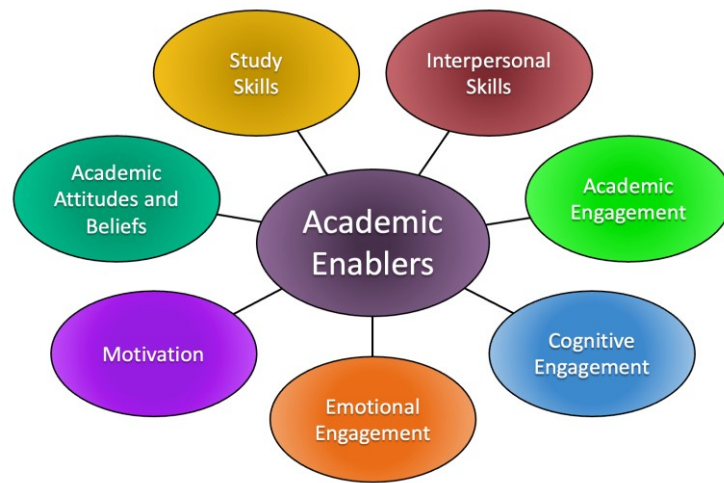
Overall, referencing is an important skill for students to learn as it helps to ensure academic integrity, acknowledges the intellectual contributions of others, and enables students to build a strong and well-supported academic argument.

3. Conclusion

According to the discussion above, a good academician possesses some essential features of writing an assignment, such as written communication, note-taking ability, and proper reasoning of the learning material. Deductive and inductive approaches are both expressed in research skills, which allows the researcher to introduce new concepts and build on them as a foundation for subsequent work. The academic writer should write a plagiarism-free piece document with proper in-texting, author's citations, and appropriate uses of quoted-unquoted statements. Referencing is a part of academic good conduct while deviation from appropriate referencing can pose the threat of academic misconduct. Thus, having knowledge of proper referencing is important for the students to execute an academically superior document. Both research and referencing skills are critical for success in academic settings, as they help students to develop a strong foundation of knowledge and to communicate their ideas effectively and professionally.

4. Reference List

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5. Appendix A – Any relevant supporting documents/ information

(Components of Academic Skills, Source: Leslie, 2011)