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Assignment for Academic and Employability skills.

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1. Introduction.

In this assignment I will present all the information and all the proper techniques, that fortunately, my teacher could provide me in this module.

I will discuss the skills in general as well as academic, employability, and communication skills. I will also explain in details the meaning of academic skills and how important it is to know to take notes as well as the essential points that employability skills have.

In addition will examine see the methods to find your strengths, weaknesses, opportunities, and threats using the Swot Analysis. Afterwards, I will continue explaining how to make my Personal Development Plan.

2. Skills and Academic skills

Skills are the ability to do an activity or job well, especially because you have practised it. For example:

There are job skills that allow people to do a specific job and life skills that will help me through everyday tasks like, time management, responsibility, communication skills etc.

Academic skills are all about helping me to become a more effective student.

Academic skills are very important for my academic life so it will help me to improve my writing skills, presentation skills and referencing. Developing and practising these skills while I'm studying will prepare me for the workplace.

Academic skills are essential for my university life, otherwise, I will not be able to complete my task in my career or even in my workplace. Some academic skills that I have learned are:

Reading – writing – listening – time management and organization.

(Maier., 2007)

2.1 SWOT Analysis and PDP

SWOT Analysis is a technique used to help people or organization to understand strengths, weaknesses, opportunities, and threats related to work or life.

Once these elements have been identified, strategies are developed to build on strengths, eliminate weaknesses, exploit opportunities or counter threats.

SWOT Analysis structure.

- a) Find the objective.
- b) Create a square. Draw a large square and then divide it into 4 small squares.
- c) Label each box. Inside the top left box write 'strengths', in the top right box write 'weaknesses', 'opportunities' within the bottom left box and 'threats' inside the bottom right box.
- d) Add strengths and weaknesses.
- e) Add opportunities and threats.
- f) Make a conclusion.

This is an example of my personal SWOT analysis. My objective is to finish this degree and get a better job:

Conclusion:

I am a good reader so that can help to develop my learning skills using positive thinking.

Developing my learning skills, I can easily improve my slow learning, bad communication and easily distracted.

Improving my weaknesses, I can take advantage of my opportunities, like this course of health and social care and improve the new skills that are giving me.

Strengths	weaknesses
1.Positive thinking. 2.Good reader 3.Good decision maker	1.Easily distracted. 2.Impatient. 3.Slow learning. 4.bad communication.
opportunities	threats
1.Open new path career. 2.Getting more skills for live.	1.Global pandemic. 2.Competitive world 3.Less opportunities for job.

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If I take advantage of my skills and opportunities I will able to defeat my threats when all this global pandemic is finished, finding a good job in this competitive world.

(Gravells,2010)

2.2PDP (Personal Development Plan)

The PDP is a technique that I can use to design a plan for immediate development needs as well as longer term ambitions.

This can able me to find new key areas of learning to develop the capacity to reflect on my learning and achievement. It is a creative process that asks for curiosity, many time, and plays with my ideas because this is for my own goals. Consequently the more that we put in our PDP more things will come out.

(Gravells,2010)

This is a small example of my PDP. I will write some weakness that I can improve and goals that I want to make them happen. If I have problems, I can get help with my SWOT Analysis.

What is the goal? Or what I want to improve	Why I would like to do it?	How I'm going to do it?	What resources I need to make this happen?	When I am going to do it?
Slow learning	Because is for and important academic work skills.	By practising a lot of time with books and trying to memorize as much I can.	Academic equipment	In 8 months

Communication	Because is important for social life and for teamwork.	Learning communication skills.	University course, books.	In 6 months
Finish this course	It will help me for my future studies	Assisting to the lessons. And passing the exams and assignments	University books. Good Teachers	16 th of February 2021
Get driver license	To drive my car	Studying and practising driving rules and passing the test.	books and a car to practise.	1 st of November 2020

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3. Academic writing

As student, I must write different types of texts using academic writing. Academic writing is a formal style of writing, that I need to develop during my time at university because I must use a formal way to write my assignments, reports and so on using an accurate and objective language. As my first year at university is expect from me to develop my way of doing notes, reports, projects and essays.

I also need to use complex language in my sentences, so they look more professional. A Complex sentence can have conjunctions, relative pronouns or punctuation.

Also, I need to follow the structure bellow:

Introduction – contains background information about the topic using personals words.

Main body - this is where I place my research, always with my own argument.

Conclusion – contains the references part, the conclusion of my essay, and the appendices.

(Bailey, 2013)

3.1 Paraphrasing

Paraphrasing is a different way to place the ideas of another person with my own words, this means that when I read information from any source, I need to change the words and the way to place it in my essay, but without changing the meaning. It is important that when paraphrasing the information of another writer, to provide a reference that can't be considered plagiarism.

To develop my paraphrasing skills, I need to follow these points:

- summarize the idea that I'm paraphrasing.
- Write the key idea using my own sentences, I can take notes of the original text to get help.
- All the sentences need to be clear, objective and keep the original idea.
- When coping something directly from any book, or article need to be in the reference part.

(Murray and Hughes, 2008,)

Example:

Original text: The water is an essential element for the life of plants, animals, and humans.

Paraphrased text: Water is very important for living beings.

3.2 Summarising

Summarise is just mentioning the main points of something, for example, a movie, news or even a fantasy story.

Summarising is designed to help to who has not read the text or essay presented using my words. Normally this part will be at the end of my assignment right before the conclusion. For a proper summary for my readers I can follow these steps:

- a) Find the main points of the text and take notes.
- b) Write clear for the person who did not read the text so is easy to understand.
- c) Use the 5 W's to embody the text.
- d) Good structure following the same layout and logic, and double check if nothing important has been modified.
- e) Avoid using my point of view.

(Murray and Hughes, 2008,)

A good example is when one of my friends could not watch a movie and I had tell her how the movie was with all details.

Also, another example is that when I was at school one of my friends could miss one important class and I had to explain her the main points of the lesson,

A summary of a book taking the key points and explain clearly and faster.

4. Referencing

Referencing is a necessary skill for students at university, this means that I need to include the information of the author of my sources to sum academic validity to my arguments. Also, to give the author the credit of their hard work and to avoid plagiarism.

During the body of the assignment, the reader can find the citations to support the references, which can be find at the end.

To do a great list of references I need to follow different styles of referencing like Harvard.

- a) In-text: consist in author's / editor's surname, year of publication and page numbers if required.

For example: (Murray and Hughes, 2008,)

- b) Reference list: Consists in Author's / editor's surname, first initial of the name, publication year in round brackets, title (in italics), edition, place of the publication: publisher. (if the source is online, we need to write the full online address at the end)

For example: Murray, Neil., and Geraldine. Hughes. (2008) *Writing up Your University Assignments and Research Projects: A Practical Handbook*. Maidenhead: McGraw-Hill Open UP, Print.

(Neville. 2009,)

4.1 Plagiarism

Plagiarism means presenting someone else's work or ideas as my own. It is important to instead of just copying and paste do a summary, paraphrase and always referencing my sources to elude plagiarism. Otherwise I can be excluded from my course or legal actions can be taken.

I could find some problems and solutions for plagiarism in academic life. For example:

The number of students has risen, that means that more people are likely to do plagiarism.

Nowadays the internet makes easier for students to find information, but that information could normally be stolen from the original source.

To help to find plagiarism there are some software that detects if the information is copy-and-paste so more plagiarism appears.

(Neville, 2009)

5. Report writing.

A report is a formal document, where I write specific topics that I want to explain or investigate. For example:

Issues at work, events, or something that happened that I want present to an audience in a formal way. Generally, it helps to make a decision.

A report writing needs to be very clear to the point that I want to light out as well as having a logical structure to the argument so will be easier for the reader to understand what have been discussed. To do a well structure I need to follow these steps:

- a) introduction – this is where I let the reader know what the report is about.
- b) Methodology – this is where I let the reader know how and the methods I used to find all the information for my report.
- c) Results – this is where I show the result of my research. But I do not need to interpret it, just a simple report is fine, it needs to be quick and clear.
- d) Discussion – now at this point I can look into my results and explain more things about it for example: what did they show? if it was what I expected? and if I could do it better?
- e) Conclusion – in other words, is a summary of the important points of the report. I need to say what this data is telling me from the successes and from the failures.
- f) References – a list of our sources.

(Patrick, 2013)

6. Note-taking

Note-taking is the practice of writing down the key points of information from my teacher, article or books. Note taking it is a very important part of my assignments. These are some advices that I can have in mind. For example:

- a) write down the main points and avoid writing everything to not miss a lot of important information
- b) improve a note-taking style so I can use it even after a long time.

- c) Use writing techniques like underlining or highlight the important points, or even use symbols or abbreviation that help me to write faster.

Note taking has different styles. For example, Linear notes or graphics

- Linear notes – in this style I need to be very organized. The main topics act as headers, with accompanying details listed under them.
- Graphic notes – I need to put the main points in circles and then draw lines between the ideas to express the relationship between the main points.

(McMillan, 2012)

7. Employability Skills

Employability skills are the skills needed if I want to be employed. Employability depends on my knowledge, abilities, attitudes and actions but also, I need to be able to exploit all my skills to be more efficient for a workplace or even for my own business.

These are some examples from my workplace:

Communication - Working with a team – hard-working – adaptable – problem-solving – organization.

There are so many more skills, but I think this one is very important because it will help me not only at work but also in life the name is time management:

Time management is all about how you manage your own time.

Employers in every industry look for employees that can make optimal use of the time available to them on the job.

Employees who are very well time managers can delete distractions and enlist support from colleagues to help in their goals.

(Gravells, 2010)

8. Conclusion

In this assignment has been discussed the different skills that everyone should need in order to get the necessary abilities to be an effective student. For example, note-taking. Indeed, I have mentioned the structure that a good report should have, for example, introduction – methodology – results – discussion – conclusion and references.

Also, I have explained how the swot analysis can help me to improve my weaknesses as well as PDP can help me to reach my goal. For example, finish my degree.

On the other hand, I have examined how to develop my academic skills finding definitions and giving some examples that can help to understand the importance of paraphrasing, summarizing and referencing to avoid plagiarism.

To conclude is worth highlighting the value of having time management skills in order to improve my employability skills to get a better job.

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