

ACADEMIC AND EMPLOYABILITY SKILLS

(BMSW4001_LON)

STUDENT: DEWAN Z. ASHRAFI

LECTURER: AFZAL MUNNA

Contents

	Page
Introduction	3
Skills	3
Academic Skills	3
Employability Skills	3
Hard Skills	3
Soft Skills	4
Communication	4
Working with a Team	5
Time Management	5
SWOT Analysis	5
Personal SWOT Analysis	5
Academic Skills (Explained)	5
Research and Note-Taking	6
Academic Writing	7
Referencing and avoiding Plagiarism	7
Paraphrasing and Summarising	8
Communicating and Presenting Information	8
Conclusion	9
References	10

Introduction: Discovering the use of fire is surely one of the most defining factors in human civilization; making them unique from animals. (Scott, 2018) It is commonly believed that man discovered fire one to two million years ago. Since then even though man faced many difficulties, disasters but learned and gathered experiences, nurtured new ideas; experimented by implying them, nurtured creativity, built and organised knowledge to reach today's advanced stage of civilization. This report will give a closer look at reliable sources of information, data, feedback and ideas to analyse and understand human expertise and qualities that can identify the opportunities to implement these in personal, academic, work or social life to achieve advancement.

Skills: A Skill refers to the particular ability to execute a certain task with confirmed results in a given time, energy, or knowledge. Skills can be both natural and acquired. Therefore; skills can be recognised in different ways. Identifying a person's skills is one the most important part to asses and represent his/ her correctly and to choose the appropriate career path.

Academic Skills: Academic skills are those skills or study strategies which help a person's ability to learn, retain acquired knowledge and recall if needed. The common notion about academic skill is these skills only help to pass the exam. But such skills help to make the study process easier and interesting and reveal the best of the student's academic capabilities. Academic skills help students to have a profound understanding of his/ her subject, analyse, use time more efficiently, encourage critical thinking and referencing to acquire academic success.

Employability Skills: These are some certain qualities in addition to academic qualifications which can help to make one more employable. Employers often look for a set of skills in a person before employment. This set of skills allows a person to:

Solve problems

Build effective communication with co-workers

Understand job responsibility

Make accountable for responsibilities

Continue career in the right direction

Employability skills can be divided into two major groups.

Hard Skills: The set skills which are measurable and teachable called Hard skills such as reading, writing, computing etc. Hard skills are generally defined as technical skills that serve the requirements of a job. These types of qualities can be achieved or learned from others and can be transferred or taught as well. The following ones are some examples of hard skills:

Reading
Writing
Accounting
Computing

But these general skills can be more precise and task-oriented. Such as:

Blockchain
Cloud computing
Affiliate marketing
Video production
Scientific computing

(Nuys, 2019)

Soft Skills: These are defined as a person's abilities which can be combined from personality, ability to communicate, social and emotional intelligence, attitude, behavioural interactions, nature of social interactions, the character that enables a person to fully understand his/ her work environment, interact with others positively to achieve his/ her goals. The following ones are some soft skills:

Communication
Organization
Teamwork
Punctuality
Critical Thinking
Social Skills
Creativity
Interpersonal communication
Adaptability
Friendly personality

Communication: The ability to exchange meaningful information, emotion, ideas, views or thoughts are efficiently and effectively are called communication skills. Based on medium, there are two types of skills, verbal and non-verbal. A research conducted in 2016 by Linkedin unveiled that 'communication skill' is the most desirable quality in workers. (Berger, 2016)

Working with a Team: Teamwork is a collaborated effort for more than one individual or a group to execute a task efficiently. Working in a team required effective communication between co-workers, honesty, active listening, respecting other's opinions, empathy, honesty, self- awareness, problem-solving skills,

positive attitude, non-judgmental mentality, commitment to the team and responsibility.

Time Management: To increase productivity, effectively and efficiently, the process that usually taken consciously by an individual or a group to confirm the best use of time is called 'Time management skill'. These skills can be achieved by setting up strategies, multi-tasking, prioritizing, scheduling, problem-solving, overcoming procrastination, delegating tasks etc.

SWOT Analysis: SWOT analysis is a strategic technique of planning for an individual, a group or a company to evaluate strengths, weakness, opportunities and threats. It is an acronym from the four techniques.

Strength: The characteristics or skills that give advantages than others.

Weakness: The characteristics or conditions that give disadvantages relative to others.

Opportunities: The elements that help to utilize advantages and potentials in the most effective ways

Threats: The elements in person or organisation's environment that can work as obstacles on the way to achieve desired goals.

Personal SWOT Analysis (Dewan Z. Ashrafi)

Strengths • Honesty • Perfectionist • Unjudgmental • Creative • Good Listener	Weaknesses • Laziness • Pessimism • Depressed • Lack of educational qualification
Opportunities • Explore new job/ business • Build up a new business • Study to achieve academic and personal qualifications • Study further	Threats • The economic situation of the country • Lack of funding business to grow • Inadequate business opportunity • Distancing from family members • Unemployment

Academic Skills (Explained): These skills are combinations of some basic and complex skills that help students to obtain academic success. The basic skills are:

Independent learning

Writing

Presenting

Researching

Referencing

But these skills can be more precise and do need more effort and practice to develop. Such as:

Recognising and understanding the assessment properly

Analytical research and note-taking

Managing information

Academic writing

Reflective writing

Paraphrasing and summarising

Profession referencing

Creating dissertations

These are some vital skills not only students need to develop to learning skill in student lives but help a lot in their employments also. (University, 2013)

Research and Note-taking: Research refers to a practice of some enquiries to collect relevant information, analyse and compare ideas or theories, updating facts and information on a specific subject. Research is needed to:

Giving more credibility on the information

To compare different ideas, thoughts and theories

To give inner in-depth views

To solve a problem

To give authenticity to a thesis

Note-taking is commonly known as a practice of record information and data from another source. But academic notetaking is more of a systemic approach to capturing the most relevant and appropriate information of a certain topic. So, note-taking is not all about writing down every single information one reads or listens. It is an organised process of reviewing, linking pieces of information and combining them. Effective notetaking can help to:

Stay active

Stimulate thinking to understand the subject better

Remember the data

Organise and compile the data/ information

Be selective and recognise the key facts/ ideas

There are many note-taking techniques such as the linear format, the pattern format, the three-column format. (Leeds, 2020)

Academic writing: Academic writing (also known as scholarly writing) is a well-structured, clear, persistent, concise, focused, open-minded style of formal writing which are abode by some certain academic rules on a particular topic that informs the reader about writer's understanding on the subject. An academic essay raises an issue or argument and expresses it from different points of views and supports them with pieces of evidence. The writer can also express own thoughts but only supported by evidence. The process of academic writing are as follows:

1. Reading and understanding the topic closely
2. Produce ideas about the subject
3. Making notes
4. Plan
5. Writing, incorporating gathered information
6. Proofread for errors and making correction

Referencing and avoiding plagiarism: In academic writing, referencing is a formal discipline to provide evidence or confirmation in formal writing to support their information, data, theories etc. Formal and authentic referencing gives credibility and authenticity on the given information. It is also a writer's ethical and legal obligation to acknowledge the information of another source. The most popular and accepted styles of referencing styles are:

Harvard

APA

MLA

Chicago

Oxford

(NewZealand, 2020)

Plagiarism is the practice of representing another source or author's ideas, language, research, thoughts or expressions as the writer's original work. It is considered in the academic, journalistic and creative world as non-ethical and sometimes illegal too. Plagiarism can be avoided by using a formal method of referencing.

Paraphrasing and Summarising: Paraphrasing refers to the representation of the meaning of content, ideas and information in different words to achieve more clarity on the subject and acknowledge the sources. In the academic world, by using own words, the writer expresses his/ her understanding of the topic and ability to convey the information. Four strategies can be followed for paraphrasing:

By starting a sentence from a different point than the source

Using synonyms

Changing the forms of verbs

Making a change in sentence structure

(Wales, 2020)

Summarising is strongly related to paraphrasing. But it's the main purpose is to minimize the content and focus on key facts and paraphrased and represent in a brief. Some techniques of summarising are:

Recognising the key facts

Taking notes

Arrange them in an analytical order

Linking the ideas or thoughts in compressed form

Communicating and Presenting information: Communication is a process to exchange meaningful information, emotions, thoughts, ideas, views and opinions through mutually understandable mediums between two people or more. Effective communication plays a vital role in every stage of human life. Based on the medium. there are two types of communications; Verbal and Non-Verbal.

Verbal Communication uses words or language and non-verbal communication express through body language, eye contact, facial expression, touch etc. In one's academic life communication skills help to listen actively, understand lectures more effectively, help to get engage in-class activities, encourage to be creative and analytical.

A procedure or a set of it that involves demonstration. lecture, introduction to inform, motivate, persuade, educate, to present idea, product or goodwill to an audience called presentation. Different methods of presenting information are:

Electronic

Print

Face-to-Face

Visual aids

Teleconference

(Ashe-Edmunds, 2018)

Personal Development Plan (PDP): PDP is a process of an action plan based on values, awareness, goal setting and personal development considering different circumstances of a career, education, self-development and relation. PDP helps to identify the key areas of a person's learning and development activity that enables improvement on existing skills and personal attributes and develop new ones for purposes such as:

To enhance performance in current role

Creating ambition for an upcoming role or task

To identify anticipated changes in the present job

Personal Development Plan (PDP) of Dewan Ashrafi

My Challenges	Why would I like to improve them?	What are my plans to improve?	What resources do I need to improve the skills?	Target Time
Laziness	My laziness is preventing me to achieve success in due time. I am wasting a lot of time doing unproductive activities.	I will do self-counselling, read influential books, learning from successful people's lives. Giving up bad habits such as smoking.	Books, Physical exercise, meditation	3 rd September 2020
Pessimism	Because of pessimism, I fail to recognise opportunities. I give up easily, get frustrated	I will develop a mindset to focus on positive ideas and thoughts.	Meditation, sharing ideas with positive-minded good friends and associates.	31 st December 2020

Depression	I lose interest quickly. It also makes me feel lonely and low. It prevents me to concentrate on studies.	I will spend more time with my family, follow a certain work routine and organise my plans.	I need to get involved in some leisure time activities with my family; Sunday Cricket or Football can be helpful. Listening to music.	31 st December 2020
Lack of Academic qualification	It is an obstacle for me to obtain a new and better job or start a new business.	I am studying at university. I just need to be patient, focused and keep on doing the hard work for the next three years to achieve my graduation degree.	I must attend lectures regularly, follow the teacher's advice and use the resources provided by the university.	1 st June 2022

Conclusion: Humans have come a long way because they never got tired to explore new ideas and learn. Socrates once said, 'To know thyself is the beginning of the wisdom'. (Socrates, 2020). This report researched, reviewed, analysed, compared and assessed different features of academic, personal and employability skills and techniques and found, to be successful in every sector of life, one needs to be open to new ideas, focused and has to develop some vital skills with the self-awareness to set up long or short term plans to execute them in various aspects of life.

References

Ashe-Edmunds, S., 2018. <https://yourbusiness.azcentral.com>. [Online]
Available at: <https://yourbusiness.azcentral.com/different-methods-presenting-information-16279.html>
[Accessed 4 May 2020].
Berger, G., 2016. <https://business.linkedin.com>. [Online]
Available at: <https://business.linkedin.com/talent-solutions/blog/trends-and-research/2016/most-indemand-soft-skills>
[Accessed 30 April 2020].

- Leeds, U. o., 2020. <https://library.leeds.ac.uk>. [Online]
Available at: https://library.leeds.ac.uk/info/1401/academic_skills/85/note_making/3
[Accessed 4 May 2020].
- NewZealand, M. U. o., 2020. <https://owl.massey.ac.nz/referencing/referencing-styles.php>. [Online]
Available at: <https://owl.massey.ac.nz/referencing/referencing-styles.php>
[Accessed 3 May 2020].
- Nuys, A. V., 2019. <https://learning.linkedin.com>. [Online]
Available at: <https://learning.linkedin.com/blog/learning-thought-leadership/most-in-demand-skills-2020>
[Accessed 2 May 2020].
- Scott, A. C., 2018. <https://time.com>. [Online]
Available at: <https://time.com/5295907/discover-fire/>
[Accessed 1 May 2020].
- Socrates, 2020. <https://www.goodreads.com>. [Online]
Available at: <https://www.goodreads.com/quotes/452128-to-know-thyself-is-the-beginning-of-wisdom>
[Accessed 5 May 2020].
- University, C. M., 2013. <https://study.cardiffmet.ac.uk>. [Online]
Available at: <https://study.cardiffmet.ac.uk/AcSkills/Pages/About.aspx>
[Accessed 4 May 2020].
- Wales, U. o. S., 2020. <https://lo.unisa.edu.au>. [Online]
Available at: <https://lo.unisa.edu.au/mod/book/view.php?id=252144>
[Accessed 4 May 2020].