

Academic Skills Group Report

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Introduction

The practice of academic skills as a student is very important in a student's performance. Academic skills are approaches and methods that improve a student's academic achievement. Time management, analytical and critical thinking skills, and the capacity to operate efficiently in a team are examples of such abilities. Academic skills are essential since they have been shown to help learners succeed. This study will examine three crucial academic talents and present examples and settings in which they may be used.

Analytical and critical thinking

Analytical and critical thinking is an ability that can be learned to effectively examine information and make a judgement. There are several ways people could learn analytical and critical thinking such as reading, writing, and listening. There are several characteristics of analytical and critical thinking such as critical analytic thinking like investigating information detail and checking to see if it is accurate. Other characteristics of analytical and critical thinking are critical awareness, creativity and criticality. Analytical and critical thinking can be used to understand the world, predict what could happen more accurately in a situation, make smarter decisions, act without prejudice and solve complicated problems more creatively. (Cortell, 2019).

Analytical and critical thinking is a fundamental skill important in academics because it allows undergraduate students to learn to question and contemplate on their skills, intelligence and any information that is presented to them. Analytical and critical thinking is crucial for students working on assignments and performing research. Another reason why analytical and critical thinking is important to academics is because it allows undergraduate and postgraduate students to evaluate arguments such as the structure of an argument and the evidence to support the argument (Graffin, 2023). Another reason why analytical and critical thinking is important to academics is because it helps students understand and find any bias in research papers and academic material such as biased newspapers. Another reason why analytical and critical thinking is in academics is because it helps them to do problem solving. This is because analytical and critical thinking produces new and innovative thinking and ideas and solutions to problems. Another reason why analytical and critical thinking is logical deduction. This is because analytical and critical thinking helps students to reason from multiple statements or sources to reach a logical conclusion (Graffin, 2023).

Another reason why analytical and critical thinking is a very important skill for students to have for academics is because it helps students to analyse text. This is important for students who are learning or researching. This means studying texts such as literature, information from historical documents and research papers. Analytical and critical thinking lets students decipher themes, distinguish the intent of the author, and identify any inherent assumptions or bias in a document. Another reason why analytical and critical thinking is because it helps students to understand

*academic context; students are not academics
academic
examples
given*

context. This means acknowledge a text or a piece of art that is valuable to history, society or to culture and understanding the meaning behind a text or a piece of art. Analytical and critical thinking helps students to gain a deeper appreciation of text or a piece of art valuable to society and provides a complete understanding of a subject (Graffin,2023).

Analytical and critical thinking is an essential skill to have in professional work because it encourages and helps people to do analytical thinking. This means it allows people to collect data from multiple sources, reject any bias from any sources and ask questions about it. It helps people collect and double check facts, evaluate independent research and data and to explore information to decide what information is accurate and what can be useful. Another reason analytical and critical thinking is an important skill in professional work is because it encourages people to be more open minded. This means people who use analytical and critical thinking **aren't afraid to think about and consider** opinions and information that are different than their own belief and opinions. This is because people who use analytical and critical thinking would listen to their colleagues and release any personal bias they have. **Another reason why analytical and critical thinking is important in professional work is because it improves** people's communication. **This is because people who use** analytical and **critical thinking** display exceptional communication skills. They can also provide supporting arguments and evidence that validate a decision. (Reckmann,2023).

professional
examples given



close
paraphrasing

Another reason why analytical and critical thinking is a very important skill is because it helps and encourages people to be more creative. This is because people who use analytical and critical thinking would be more open towards new ideas and perspectives and to gather a vast amount of information when facing a decision. This allows people to come up with creative solutions to their solutions. **Another reason why analytical and critical thinking is important in professional work is because it** increases emotional intelligence. **This is because people who use** analytical and **critical thinking** are less likely to be rash and make an emotion driven decisions. They are more likely to examine information they have been given and the situation they face and make the best decision possible while being mindful about the opinions of other people also being respectful of the ethical and psychological impact of their decision. (Reckmann,2023).

close
paraphrasing

Definition of teamwork

Teamwork skills include abilities that enable individuals to collaborate easily in a group or group setting. According to Katzenbach and Smith (1993), effective teamwork combines a strong concept of shared commitment, complementary skills, and mutual accountability Tuckman's model (1965) **continues** describes the stages of team development, focusing on the progression from planning to attacking, appropriate thinking, demonstration, and deadlines Teamwork skills are defined as the ability to manage collective goals are achieved.



Importance of Teamwork Skills for Professional Success

Fostering Innovation and Problem Solving: Teamwork skills play an important role in enhancing innovation and problem-solving performance. Collaboration that encourages diverse perspectives and input often leads to creative solutions. For example, in Google, a cross-functional team can



combine their expertise to solve complex software development problems and foster innovation through a collaborative problem-solving company; a cross-functional team can combine their expertise to solve complex software development problems and foster innovation through collaborative problem solving.

Increase productivity and efficiency: Teamwork skills contribute to productivity and efficiency in the workplace. When team members work closely together, tasks can be assigned based on individual strengths and the process can be completed more smoothly and quickly. For example, a high-performing team in a marketing agency divides responsibilities to run more complex campaigns, improve efficiency, and achieve higher performance.

Communication effectiveness and interpersonal skills: Foundations of effective communication and successful teamwork. People with strong teamwork skills can express themselves, listen actively, and provide constructive feedback. For example, multicultural teams in a global business environment rely on effective communication to bridge language and cultural differences, increase productivity and understanding.

Example:



The Coca-Cola Company creates cross-functional teams by bringing together people with expertise. Each member's unique strengths are the determining factor in Coca-Cola's success. A management strategy based on effective teamwork. The team's collective approach each to tasks, open communication and a culture of interpersonal responsibility make it clear that teamwork skills are crucial in creating business success on a global scale.

Importance of Teamwork Skills for Academic Success:

Collaborative learning and knowledge sharing: Teamwork skills are important for collaborative learning and knowledge sharing in educational settings. Group projects and activities require students to integrate individual skills and work together. For example, the research project involves students whose learning abilities come together to bring a broader and more versatile approach to their work, improving their academic achievement *this section could have been linked in the introduction with professional success*

Preparing for future careers: Developing teamwork skills in the classroom prepares students for future careers that require collaboration. Employers these days are usually looking for candidates who can work well in a team. For example, students who participate in team projects in school learn about the subject develop ways to work in teams and gain valuable skills to help them on their career journey.

Conflict Resolution and Adjustment: Teamwork skills also include the ability to manage conflict and adapt to changing circumstances. Group projects in academic settings can lead to disagreements among group members. Students with strong teamwork skills use conflict resolution strategies such as those proposed by Tuckman (1965) to deal with conflicts in complex ways and modify their strategies to achieve a winning outcome.

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Example:

Imagine a team of students working on a research project focused on inflation at a business school. Each business student brings a unique perspective rooted in their field of expertise. Through effective collaboration, the team combined diverse perspectives resulting in a well-rounded project on inflation. This successful result shows that teamwork skills are important for the academic success of business students. As a result, teamwork skills are the key to success in business and academia. Defined by Katzenbach and Smith (1993) and analysed by Tuckman (1965) with stages of team development, these skills increase performance, innovation, and contribute to overall success.

Time management

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Time management is the skill or ability of an individual which includes proper divination of time in performing and completing various activities and task in decided time duration (Griffin, 2022). It is a skill which is needed in day to day life functions in professional, personal life and academics success.

Importance of time management in professional success

Improving work quality: A good time management helps in getting the enough time to focus in thinking and doing tasks properly as well as helps in applying creativity in tasks also enhance critical thinking of an individual which enhances quality of work. The proper time management is needed and develops ability to perform task differently.

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Enhancing reputation: The proper time management allows one to enhance reputation as tasks will be done before deadline and employee arrives and completes it work on time enhances its reputation in the organisation (Dumas, McGuire, and Riccio, 2021). The colleges and other co workers respect the person whose every task is completed dedicatedly on time and provides quality work.

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Better work and life balance: The time management provides great balance between work and life. It provides a proper decision making and dividing of daily life tasks as well as in managing workspace tasks. This provides stress free, happy and healthy lifestyle. Proper time management is a skill required for balancing stress and manages life functions by diving workspace time and life related work time differently.

Increasing productivity: The great time management is necessary for the development of the productiveness in the organisation. The proper time management helps in achieving the product targets and completion of task on time. For an individual in organisation proper time management is needed to achieve the daily tasks on time.

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Example: An individual can focus on preparing a time management plan one at office that includes lunch time, office arrival time, breakdown of important task first, small breaks etc. and one at home which includes getting up, exercising time, breakfasting taking time duration etc. which provides it healthy life enhance its thinking, boost mental strength, work quality, reputation by performing tasks on time. By time management skill one can improve mental health by having enough time for self development.

Importance of time management in academic success

Planning assessment: The proper time management promotes planning of academic assessments and set time duration of conducting assessments. This enhances productiveness of students as proper time management allows covering of topics that are needed to teach them first and setting

time interval for conducting assessments to enhance performance of students. This provides teacher ability to make best use of plans for the students by planning effective subject assessment.

Reduce stress: Through time management stress gets reduced as the students get lot of time to revise topics and removes burden regarding studies. Proper time management enhances their learning and completion of the topics provide them stress free mind and opportunity to better their performance.

Setting daily goals: A good time management helps in setting daily targets and goals of the students. It provides a proper formation of task completion plan for the students to perform small activities to enhance their completion of goals on time regarding studies. This skill is necessary for setting goals and acting on them to improve overall physical and mental ability of students.

Improves focus and academic performance: The academic performance of the students get enhanced with the help of time management skill. The focus of students gets improved by time management as they enough time meditation related activities and to take rest which improves their focus (Zimmerman, 2023). The time management provides enough time to students to do physical activities and focus building activities. The performance of student can become effective by applying time plan and performing tasks which are most important.

Example: The student can use time management plan which can help them to achieve their main goals. A student can write a plan for which includes proper time of getting up, meditating, reading of important topic first, having food, time frame of exercising, time frame of completing daily study task and have self time also, motioning and performing this time management plan a students can improve its academic grades and performance.

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Organising study

Organising study refers to the skill or process which includes identification of task and plans that are to be performed by uniting the people, authorities and building relationships to complete and achieve the objectives (Otle, and Berry, 2019).

Importance of organising study in professional success

Helps in identification of vision: the organising study is a skill that helps in identifying the goals and getting clarity about the vision. The study shows about the goals of an organisation and shows about the reason and vision of organisation (Mohajan, 2020). This provides knowledge of organisation's goals to the employees. This skill of leader clarifies vision and provides opportunity to group and gather workers to achieve this goal.

Making of organisational action plan: The organising study is useful in making of organisation's action plan as it provides knowledge of the actions that have to be taken also consist of the information of workers personality and steps that can be beneficial for the development of organisation. It is necessary in identification of vision and than creating of plan to act to achieve vision.

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Using of resources effectively: the organising study provides knowledge to the managers about using available resources like workers , funds, capital, infrastructure related material etc. organising study helps to provide information of available resources and how to use these resources efficiently for growth. This provides information of available resources and about resources which are needed to achieve targets effectively.

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Ex: the companies and leaders can use this skill to set clear goals by defining the goals of organisation and developing mentality of people by providing clear goals. Leaders of organisations

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can use this skill to motivate workers and make action plan to execute plans to achieve and better organisation performance by getting information of capital, workers efficiency, number of workers, etc and optimal use of these resources.

Importance of organising study in academic success

Preparing important classes: Organising study shows the need of important classes for the success of students in academics. It helps the teachers to know gaps in teaching and in developing important classes for clearance of doubts of students (Brick, Herke, and Wong, 2020). Important classes need can be understood by this skill as it gets knowledge of students subject and topic knowledge. It shows information of students and taking of important topics in extra classes.

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Creating preparation plans: The teachers can create preparation plans for the students by organising study on the preferences of the topics according to their weightage. The teachers can apply organising study skill to enhance knowledge of important topics and develop preparation plan for the students to increase productivity of students and build learning skills.

Completing assignments: Organising study helps students to focus on which topic should be covered first and provides knowledge of completing assignments on time. It provides information of important assignments and sets the deadlines of completing those assignments. Organising study provides benefit to students to focus on assignments which will help them in their examinations and draw attention from less useful assignments also make focus to learn more by timely completing these.

Ex: the teachers and the institutes can develop or organise study on the requirements of the study material, making of preparation plan for the students, preparation of extra classes etc to enhance productivity of students. Organising study shows teacher about the present learning situation of students and helps in focusing on building their subject knowledge and preparing them for examinations. The students can organise study to complete important assignments on time and focus on main as well as important topics first. The teachers can use this skill to take extra classes for weak students and develop their knowledge by emphasising on particular topic. This can be possible to get the information by organising study of students.

Conclusion

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Overall, this report developed academic skills and discussed a few of them, such as analytical and critical thinking, as well as teamwork. It not only emphasises the significance of acquiring these abilities, but it also provides cases that can be used when reflecting on one's own challenges.

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Actively practicing teamwork strengthens differences of opinion and opens doors to new viewpoints, which can frequently make a difference in your overall performance as a student. Teamwork enables for the reduction of greater workloads. The academic skills stated in this report influence improvement of communication and organisation which also allow students to be pupils to be prepared.

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11 sources; well done!



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GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

64/100

PAGE 1



Comment 1

Make sure that headings and subheadings are consistent for all topics.

PAGE 2



Comment 2

There are four topics listed in the table of contents. Always make sure that your thesis and outline mirror the task.

All skills need to be listed in the outline.



Comment 3

report



Comment 4

Apply signalling language to show the relationship between the ideas e.g., Furthermore....

Text Comment. x

Text Comment. academic context; students are not academics

Text Comment. academic examples given



Comment 5

Analyse how many times this phrase was used to initiate a sentence => use signalling language.

PAGE 3

Text Comment. professional examples given



Comment 6

avoid contracted forms

Text Comment. close paraphrasing

Text Comment. close paraphrasing

Text Comment. x

Strikethrough.



Comment 8

All sections should follow the same layout e.g., the same subheadings and order of discussion.



Comment 9

If the section is divided into subsections, the framework and rationale behind it needs to be explained before these main points are given.

PAGE 4

Text Comment. detailed examples given



Comment 10

Could this example be included in the above discussion? Why is this example in isolation?

Text Comment. this section could have been linked in the introduction with professional success

PAGE 5



Comment 11

This is a report and so language needs to be normal and genre appropriate



Comment 12

This should be a heading, not a subheading, as it looks like a continuation of the above discussion.

Strikethrough.



Comment 14

"proper" is quite subjective; this word is overused in this section



Comment 15

As above



Comment 16

Relevant examples given



Comment 17

As above. Why is this example in isolation? Why is it formatted differently?

PAGE 6



Comment 18

This is a subheading



Comment 19

Organising study refers to university students in the assignment brief. Although some aspects were made relevant to professional success, this part seems to be overstretched.



Comment 20

Another example of formatting:)



Comment 21

That's correct but quite generic.

PAGE 7



Comment 22

It is interesting to look at this topic from the teacher's perspective.



Comment 23

how?



Comment 24

Be specific.



Comment 25

Why is only teamwork commented on?

All discussed skills are correlated, and you failed to acknowledge it in your report and the conclusions. Always make sure you create connections between ideas and arguments.



Comment 26

not needed



Comment 27

Book titles are in italics



Comment 28

Brackets needed

PAGE 8

Text Comment. x



Comment 29

Review

Text Comment. 11 sources; well done!

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GABRIELLE OGBOO AGBENOSI

64

CRITERION 1-20

Engagement with Literature Skills



See the comments in the other submission point

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CRITERION 2-20

Knowledge and Understanding Skills



12

CRITERION 3-20

Cognitive and Intellectual Skills



11

CRITERION 4-20

Practical Application Skills



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CRITERION 5-20

Transferable Skills for Life and Professional Practice



DISCLAIMER

Please note: all marks are provisional until they have been moderated and confirmed by the Exam Board.