

BMSW 4001

Academic and Employability Skills



Assignment 1

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Skills

- The skills are the ability to do something well
- The skills can be: hard and soft
- Hard skills example: computer skills, marketing skills ,management skills
- Soft skills example : communication ,listening, public speking



Academic Skills

- **Academic Discourse** – skills for communicating effectively in debates, discussions and presentations
- **Academic Text Strategies** – skills for analyzing academic texts in greater detail
- **Academic Strategies** – skills for understanding and responding critically to lectures
- **Composition** – skills for effective academic writing
- **Comprehension** – skills for understanding academic texts and lectures

STRENGTHS

Empathetic

Helping

Adventurous

Disciplined

- OPPORTUNITIES

Business Management course
at University of Wales Trinity
Saint David

WEAKNESSES

Public speaking

Impulsive

Lack of confidence

- THREATS

Lack of business
knowledge

Possibility of not passing
degree



Employability Skills

- Communication skills
- Verbal communication
- Non-verbal communication
- Listening
- Team-working
- Conflict resolution and mediation

Personal development plan

JOB : ACCOUNTANT	HOW	DURATION	OBSTACLES
Keep up to date with university work and not fall behind with any scheduled assignments	Allowing enough time for myself to complete the task without rushing	1 year	Think about my family and less to myself
Accounting Skills	Accounting course	4 years	Unemployment
Analytical Skills	Moodle Docs	6 month	I was thinking maybe I'm little old for school

Conclusion

- If I start to work hard and manage my time better I can do my plan and after 4 years to become accountant.
- Until now I don't really look in the past to see that I must improve. But after the class when we learn about time management I realize how important it is.
- Now I'm more determined to prove myself if I learn hard and spend more time I can turn my dreams to reality.

References

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