

An Assignment On

**“Significance of Learning Pedagogical and
Workshop Skills in Present Time”**

Module Code- BMSW4001

Module Name- Academic and Employability Skills

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Introduction

In this competitive world, being skilled in the academic and professional arena is mandatory. In order to make myself adoptive to my academic and professional career, I have settled myself to enroll in this module and, by the way, getting knowledge to enrich and develop my desired level of skills sets and qualifications.

In this report, I will demonstrate the following three skills following the knowledge that I have got from the module and my previous academic experience and newly gained knowledge from related published articles.

Topics to be discussed:

1. Time Management
2. Academic Writing
3. Online Learning Experience

Time Management:

The concept of time management came into the public eye in the year between the 1950s and 1960 to ensure better performances from the managers to ensure the maximization of profit for different businesses (Access, 2018). It is a kind of resource that goes by and never comes back. Fredrik Winslow Taylor, a prominent scholar, first introduces this concept to reduce the unproductive time wastage by employees of different kinds and gain an edge in the works they (employees) do (MERCANLIOGLU, Ç., 2010).

After combining the definition from a prominent scholar, we could say that Time Management is all about accomplishing the goal (short and long term) with proper maintenance of time where the effectiveness and efficiency of the delegated assignment will be ensured. It is considered the most important resource of all as it appears to be given equally to all of us; some may use it efficiently to enjoy success, others may not.

There are three dimensions of Time Management one is Short Term Management, the Second one is Long Term Management, and the last but not the least is Attitude towards Time, where short term management defines the planning for days or months, and long term defines the planning for short term to have vision pursued in times to come and attitude toward time is the planning based on the situation (Khan, 2017).

(Swart et al., 2010) tried to determine the relationship between time management and the academic performance of a group of students but finally, end up having nothing. Students ought to be said that they do not get adequate time as they need to be very busy doing their activities as part of their academic responsibility. It is also eminent that if students do not get adequate works to undertake, they will fail to manage time in times to come.

It is argued by (Khan 2017) that the management of time is very effective for university students as they do not have an immediate guardian to supervise them. Some authors also found that only time management drives a bad performing student into a good performing student.

(Khan, 2017) argues that it is only possible to ensure proper time management by being self-directed, accomplished, and being able in today's world. He also argues that there are no hard and fast time management rules; it depends on person to person.

(K Sevari, M Kandy, 2011) demonstrated the importance of evaluation based on time management in educational institutions to make it a conventional practice.

The stress level of students is also correlated with their capacity to manage time; for example, if I have given an assignment that will have to be submitted within one week. All through the week, I have not done anything with a wish to complete it within a very short time before the deadline. So, when I finally started the work, things would be difficult for me as at that time, the level of stress would derail me from giving the most of my capability (Adams and Blair, 2019).

The personal and social life standard is also linked with time management as studies found that those who are not well at time management in academic life also fails to enjoy his or her personal life because of not having any coordination of time and work.

In today's competitive world, it is eminent to be on time with whatever you do. Modern directors of different corporate houses are aspiring to introduce new tools and techniques to control time. For example, we can think about Elon Musk, the founder of Space x and Tesla, who always believes in maintaining the time and schedule of his work and got tremendous success in life. When I started my higher education, I was not that concerned about my planning of time and schedule of work.

I was in a great fix maintaining my family, friends and works. After I have started educating myself about time management and its significance to achieve success, life changed. Now it is very easy for me to manage my work, education and family in a better manner.

So now the question is, what should be the courses of action that should be undertaken by those who are not well in managing time? The answer is that they have to practice time effectively as soon as they understand how important it is. Even they could seek help from expert professionals like a psychologist to help themselves.

Academic Writing:

Academic writing encompasses the writer's activity, content, audience and the language used to demonstrate the idea of the content (Fatimah, 2018). Academic writing refers to writing assignments or reports, or articles in a specified language for academic purposes to enforce an orally conveyed idea. (Schillings and Savelberg, 2018) Have given names of some academic writing products, and they are articles, essays, bibliographies and thesis papers.

(Murray and Christison, 2020) have specified five abilities needed for best academic writing. The first one clarity of the idea ought to be demonstrated., next one is the appropriateness of the words being used, the third one is the use of grammar, the next one is the use of vocabulary and the last but not the least is maintaining a unique style combining all the above-stated qualities.

(Defazio *et al.*, 2010) argued about the factors that would determine academic writing as a good or bad one, and they place some evaluation benchmarks, which are grammatical accuracy, clarification of the idea and the notion of writing.

(Murray and Christison, 2020) have also identified the intensity of problems in a different section of the academic writing process. Most of the cases their study mainly depicts problems in generating ideas for the write-up and in grammar and appropriate vocabularies.

When describing the effective learning of academic writing (Boscolo et al., 2007) suggested different learning techniques for students from different backgrounds. While discussing the significance of academic writing (Defazio *et al.*, 2010), most undergraduate and postgraduate students are not up to the mark in academic writing either before or after graduation. They also argued that it is essential to assess the writing of others who are prominent in this field, especially at tertiary education and professional level.

As we all know, most of our academic area evaluation is based on some written content in the form of exam script or assignment or thesis paper except presentation and group discussion. So writing is the most important thing to be taken into account to do good in academic life. The same thing is applicable for professional life as well. For example, I have worked as a sales assistant in a company where I needed to submit a well-constructed sales report every day with justification. So, it was very challenging for me to construct those reports initially as I was not up to mark about writing. It happened because I was not well concentrated on writing academic reports and assignments in my previous academic life. The thing is, I was not well at demonstrating ideas with proper grammar accuracy. So, I started to learn how to improve my quality of writing. The process I followed is in the following.

At first, I started to memorized vocabulary to increase the inventory of my vocabulary. As it gradually went up, I started formulating different write-ups using a new set of words that I memorized earlier. Then I use the feedback technique, which is having feedback from someone good at it. As I started taking feedback from one of closest friend, my writing started to improve. When I implemented my writing as a sales assistant, I frequently appreciated my senior employee, which encouraged me.

So, the simple Step by step actions that I recommend from my experience and the literature that I have studied to improve academic writing is

1. Memorize Vocabularies
2. Use basic grammar (Do not go for advanced grammar learning as it kills time and inspiration to go forward)
3. Start Writing on different topics
4. Take feedback from experts
5. Make adjustments based on feedback
6. Enjoy Success

Online Learning Experience:

Online learning was a very new concept for developing countries, but the current covid 19 pandemics has forced every one of us to be adopted with this way of learning. According to the paper written by (Mohamed *et al.*, 2021) majority (88%) of the participants of an institution agreed on the positive impact of this process. It has got tremendous acceptance due to some factors like personal presence online while staying wherever one wants; no specific physical infrastructure is needed and much more. New tools like Google Meet, Zoom, Microsoft Team replaced formal face-to-face classrooms. (Mohamed *et al.*, 2021) also demonstrated how online learning had converted teacher-centric learning to student-centric learning. Under this way of learning, students have been introduced to flipped learning methods that completely depend on the students. This way of learning also depicts implementing holistic e-learning techniques in covid 19 free worlds rather than face-to-face physical campuses.

It was unimaginable to stay in a comfort zone and continue the study as physical education was the conventional education the then. But as covid-19 appears, it was an ardent necessity to explore an alternative way of learning: online learning or eLearning. eLearning provided us with a simplistic platform study and drove us away to earn money by doing part-time or full-time jobs online. As a learner, eLearning practices taught me online meetings, song composition, group work, and much more skills. It has also appeared to me like a global learning hub where I can go wherever I want. It makes me confident about my entry to almost every learning center while sitting in my room.

Conclusion:

In this competitive world, skills set are the determining criteria that someone is qualified or not. Skills like time management, Academic Writing and eLearning are applicable in almost every work one does now a days. So being skilled at it's best could differentiate someone as perfect and someone as unnecessary.

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