

Academic and Employability skills

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Introduction

Through this reflective report, there will be a description of the different ways of Academic and Employability skills. The theoretical abilities have improved my academic uprightness, and capacity and increased my knowledge to the best possibility (Cansu and CANBULAT, 2019). Employability is known as the concept which is defining a specific group of skills, understanding knowing about the changes required to fulfill wants. Through this report, my employment level has been enriched and various other academic skills and content are processed in a better way by me. I discussed the various skills which I learned from the module which is taught during the class.

Academic skills are known as the method for learning and improving language, listening, writing, and learning abilities (Cansu and CANBULAT, 2019). In terms of theoretical aspects, my skills level in research, listening, learning, reflection, analysis, and creativity improved to great extent. While the employment skills are interpersonal and transferable along the career management process. My expertise in time management, communication, leadership, teamwork, research, and analysis is enriched in the class (Çelik, 2020). My abilities in the area of managing time, paraphrasing, academic writing, public speaking, and presentation.

Time management

Time management is the ability to use your time productively and efficiently. It is defined as the art of making the work as asked without any stress for its performance. It sounds very simple, but it is difficult to do it in the actual sense (Çelik, 2020). Through the chapter taught in the class, I increased my management of time in every perspective of my life. It has cultivated discipline and sequential work inside me in exact duration without any mismatch. The tutor made me aware that people who are good at this, are successful in their less age group and become a follower of the larger population. This skill increased my knowledge about two-term mainly “Urgent and Important”. Like, a prior one is demanding your immediate attention but it does not matter whether there is the priority given to them or not, nothing affects them (Çelik, 2020). While the latter is defined as the concept in which, performing that task is very essential and if not done so, will result in a negative outcome for a larger proportion.

The time management skill enhanced my priority matrix box along with the requirement of the content and thus ease the process even during the pressure given by higher authority be it personal or professional level (Chavoshan, 2020). It assisted me in knowing about the difference between real distraction and genuine depression faced by the members at the work. Earlier, I used to postpone my task according to the need, but through progress and knowledge about the importance of time, I do the work given at the same time without any delay unless there is some obstacle during its performance (Chavoshan, 2020). It progressed my self-esteem and motivation level for any minor task and assisted me in keeping the workplace tidy and updated as per the system requirements.

The major growth of this skill is it builds the production factor and raises the efficiency level of every people. I developed the nature to stay calm during intense pressure both in the personal and professional aspects of my life (Ebadi and Rahimi, 2018). I mainly give focus on my inner presence and support all the meetings and giving reviews without hesitation and not considering appreciation. The major advantage of this skill is that I am taking less stress and enhanced my professional appearance in front of colleagues. This has raised my level of increment and promotion in the workplace (Ebadi and Rahimi, 2018). It gave me larger opportunities to achieve the defined goals related to my career and always look for an optimistic approach.

Through this skill, I gained a lot of inner control over anger and improved my confidence to choose how to use my time ineffective process and end it effectively (Hundarenko, 2019). By completing all the assigned work, I feel happier and more relaxed from the inside, which gave me inner motivation to work with more effort for another day in the best possible range. I developed the pattern of making a schedule according to the priority of the task and after completing these, I ticked it right there without forgetting about the next work.

Referencing skills

From the class attained I increased my knowledge related to referencing skills. I gained the concept of proper referencing in report writing, essay, research paper, and dissertation. I got to know about the in-text reference which gives value to the author's work, arranging them in the Harvard style as well (Hundarenko, 2019). This skill of putting the reference in the work or task will benefit me in the future academic course and research before enrolling in a Ph.D. In the report made by me, I can put reference the contribution of other researchers and authors through this skill.

In the future, it will help me in academic and professional work arguments valid at any point in time (Jo, 2021). The readers of my work will be able to follow the originality of the task through the reference made in the content. Additionally, it will enrich my hard work and further study for all the original tasks and avoid plagiarism.

Referencing is the ability which gets to know about how you acknowledge the source of information taken and show how effectively it is used by you in the work done by yourself. It helped me in making me clear about what concept I am using for the assignment or report (Jo, 2021). It made me understand the ethical aspects and not to misuse other work without their knowledge. I learned about various terms related to it like citation, and bibliography. It is known as the term which is giving value to the place in my writing at the point where I have referred to someone else work (Schillings et al., 2018). It is in the author-date format or even in the numerical term. I learned about the bibliography as well which is the list of references present at the end of your document. It is for all the topics, materials, and models used in the work which I have read but not cited.

By learning the referencing skill, there is a rise in the integrity and quality of my academic writing, as it gives authority to the work and shows the breadth of the concept and evidence used in simplifying the process (Schillings et al., 2018). I learned about how to use other work and give them credit for performance. It has made my ideas clear and capable to perform the work at a professional level. The style and pattern of citing are different in every country therefore, this has enhanced my patience level and done the work properly without any error, estimate about the pattern which is affecting the marks of the students. This skill assisted me in making me aware of what the reader is trying to convey through the models used in the writing.

Academic writing

Reading and writing at an academic level is extending the subject specifications and vocabulary by progressing my skills in accepting all the terms and giving an effective reason for the argument (Schillings et al., 2018). I learned that academic writing is unique from other forms of writing, as it demands unique definitions in the specific manner related to grammar, sentences, body paragraphs, and clauses. It has helped me in gaining the workplace, skill of acquiring and using adequate language which can be extremely powerful for the larger stage (Teng, 2021). It has helped me in knowing the right choice of words in the office and using the appropriate language which is

powerful to a larger extent. Through this, I can communicate clearly and effectively and gain my achievement on a larger scale (Teng, 2021). There is the development of the ability which is easing the process of my career success and has become a part of continued professional development.

The fundamental writing skills taught by my tutor are helping in increasing my literacy abilities and performance in the academic nature of all concepts. I am now able to choose my career and field which makes me curious to perform without getting bored from the work (Teng, 2021). It gained my skill in increasing technical knowledge with specifications. I learned about the staff working at the same place, the self-appraisal process, making reports, and numerous business plan to a wider extent.

Academic writing improved my abilities for continued professional development. Through this, I also gained excellency in the writing of reports and articles. The ability to research, find and use the information and facts appropriately is increased which ultimately benefits the long-term goals. There is progress inside me as it is facilitated by putting a specific point of view related to any topic discussed in the class (Thorpe, 2018). I progressed in my problem-solving, IT, and analytical ability effectively. Through this skill, I got to know there is a different format for writing and student can apply their input by following various steps and methods in one range. So, for this, I did an in-depth study regarding the academic writing techniques and process for a well-developed paper that is published in renowned journals and articles.

Public speaking and giving Presentation

It is the soft skills that require excellent communication ability, enthusiasm and capacity to get engaged with the target audience effectively (Thorpe, 2018). These are interpersonal in sense and is less technical, for public speakers who make group presentation in the whole sense. Candidates who are good at public speaking are demanded by every larger business organization, as they got the ability to attract the public and make them consume the company's service or products. In the class, I learned that this skill will help me in making my professional and personal development to a wider extent without any other interference (Thorpe, 2018). I gained about how the tutor was presenting the topic to the whole class, there was confidence, facial expression and body language showed a positive effect on the value along with appropriate timing. This nature and behavior of the teaching style made me and my classmates effectively understand the topic. I learned about the making of power point slides which include figures and notes for the assigned topic and visual

appearance is easy for the student to comprehend the difficult task (Wale and Bogale, 2021). I learned about the format to make a presentation along with knowledge about new concepts and designs.

Through this skill, I got to know about the importance of the audience in every field of life as, to be a leader, you should create something different from others. I gained the confidence and fluency to speak effectively and give a purpose to living life (Wale and Bogale, 2021). I learned about the concept of feedback, as it is essential for growth in the futuristic approach, and for making changes according to the requirements of the students or public as per the trends.

Conclusion

In the discussion done above about various skills, I analyzed that this report is on academic writing, referencing, time management, public speaking, and presentation skills techniques. I have improved my abilities which not only benefit me as a student but enrich my professional expertise and increment my knowledge of new concepts for future research and my daily settings. Through the adoption of these skills, I have become observant, time efficient, and result oriented by following particular rules and regulations. I am now working in my best capacity academically to not only write but also gained how to utilize and evaluate reports, articles, and essays. As a student, I got to know about the academic skills in real-life situations which can arise during my career growth. The skills I have attained are helping me in enriching my technical and public guidance areas. I learned about the making of power point slides which include figures and notes for the assigned topic and visual appearance is easy for the student. It also assisted in solving problems, relating to all the critical aspects of the process, and doing the research-based evidence. I also gained excellence in the writing of reports and articles. The ability to research, find and use the information and facts appropriately is increased which ultimately benefits the long-term goals.

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