

Academic and employability skills

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Introduction

The aim of this report is to analyze different academic and employability skills, and to show the employability knowledge. This skills are making the human life more easy, people are getting prepared for new step in life, getting a job by tacking the knowledge from university, learning in the same place both. Everyone knows how important is to manage to do something well and for this is a lot of work, to analyze the abilities is a step to start knowing to do it better.

Employability skills

Communication: is the way to interact with people at work, at school. This skill is very important everywhere because people can say their opinions, their thinking and cooperation at the workplace. From a very young age people start having communication skill, for example small baby can communicate by crying when is hungry, saying different kind of words and being understand. Thinking about a good communication result understanding and good cooperation. Not all people have this skill, however can be improving by communicate more and the same thing for cooperation. This result that there is a solution for almost every single problem, just learning how to solve it will became more easy to improve our skills. At the workplace is good because is the base of the work as a team or in a place, is playing a important roll because of it, bring the business to be successful. At the university is important making part of well being between students and lectures, sharing the information. This skill is considered the main point in life, is the base of the skills because without it there is not any connection between people, and has a big impact in people life.

I have this skill, however, I need to improve it at the same time, for example: a good communication with my colleges, missing to be calm enough and the proper reaction. Where I work, communication has an important place, because in a restaurant employees needs to use it to make a nice first impression and a good service for the guests.

Team working is the ability to work in a group of people having the same purpose. Working as a team make the job to be more easy and result to be a good one, however sometimes are problems between the members (conflicts, arguments, wrong decision), this may change the good direction in a bad one. At the workplace is important to have this skill because make the business working in a easy way, at school because students need to make groups and to work as a team for a good assessment and in any other activities in class. Team working increase the functionality way at the workplace. To have this skill employees should be honest and responsible.

To make the work going well , as a team , workers need to have a good communication, to take the responsibility of working , to be honest (according to Indeed career advice, 2020). This skill can be improved by requesting a honest feedback and to practice. I have this skill because always when I am at work or at the university I try to give ideas and work with the other members of the team, I cannot say that all my ideas are good however some of them make a step closer to reach the goal.

Time management is the capability to manage the time. At the University is very important because students should manage their time listening, writing and making exercise in class. At the workplace , employees need to manage the time doing the things the most important and urgent first, and to manage to do the duty everyday. For example waiters, to be organize and to do everything in time is strictly important (to take the order, to give the menu to the new guests).In case of the time management is one serious problem: procrastinate, when the people postponement the things which should be done. Most of the time are important and because of this is getting complicate in the other day when the list is longer then how should be, and people are not doing proper, the panic is installed (reasons: short time and to many thing to do).People are doing the easier part of the to do list, however doing that is like nothing , means 20% of the all list. Trying to make 2/3 hard and important points of the agenda represents 80%, and after will be easy for later. Here is the 80/20 rule.

Procrastinating problem can be solved by having more courage to make the hard and likely work first. All human are meeting this problem in one point or another, delaying the thing what suppose to be done .According to J. Clear , psychology research and name this postponement by “time inconsistency” . People delay the present to take decisions about future, thinking is more easy.

Procrastinating may be stopped by starting to do the right thing , if we start to do it became more easily to do it again.

I have this skill, however, I need to improve it because some day is complicate to manage and organize my time.

Academic skills

Writing is a academic skill, learned at school, it is a human part of communication with symbols. At the university is good because students , lectures and the others members of this place are using it as a way to communicate with each other about the assessments , information about the time table or about the changes by text message, email and the way to do exercise in class. At the workplace is good because employees are using to sent emails to the managers , used as a way to be update about the job. Humans knowledge can have a big impact in writing, because gives a amazing outcome. Writing itself is not a human language. The result of this activity is a text, and has different other parts like: paraphrases , summarize .

Good writing skills make the message delivered to be more clear. The way people are writing can show their personality. To have a good writing is very important, the text should have a correct punctuation and grammar, being the key of this skill. The way to improve writing is to read aloud, in this situation the person can hear the mistakes and nonsense in the text (SkillsYouNeed.com, 2011-2020). I have this skill because I am able to write a text message, an email, a letter and even a simple bullet point.

Listening is the ability to interpret a message in the time of communication. This skill has an important role in communication, because without it there is no way to cooperate with other people (According to Dr. R. N. Remen). A good listener results in a better customer service with low mistakes. At the workplace is important because it increases the service in good, resulted from a good listener and a good way of sharing the information.

At the university is good because it improves the understanding, making the results of teaching to me more efficient, and have an effect in academic work. Listening is a strong way to connect with other people. The listener needs to be connected with the person who speaks to have a good understanding. This skill is the base of a good communication, growing the sharing of information. It is very important because it increases the quality of a relationship, there are few reasons which make people to listen: for information, understanding, to enjoy, learn new things and improving negotiation. To update this skill, people can put themselves in the place of the person who is speaking and the listener to do not pay attention on what they say, then will be much better. I have this skill because I learn very quickly just listening and it is my way of improving my skills and my knowledge wherever I go.

Paraphrasing is an academic skill, having the role in changing a text using synonyms and keeping it with the same meaning. At the workplace is good because employees can paraphrase the meaning of what was discussed at the meeting. At the university is good because students are using it in assessments, exercise in class or at the lessons, and in the same time can show to the lecture that they understand the meaning of the skills. This skill is used a lot when students need to make the assessments, when their own ideas from class are not enough, paraphrasing from other sources improve their work and the knowledge.

Some people are doing a mistake thinking that changing the format of the text can be named as paraphrasing, however, this is named plagiarism. When a person is writing the text the same like the author, with different format is plagiarism. It is easy to copy the text what is written except that the person may not understand the meaning of the text, what is written about. Paraphrasing helps students to understand better the meaning of context, learning more how to use synonyms. I have this skill because at the university, at home I try to paraphrase many texts and I try to play the words, searching for new ones.

Conclusion

This report had the purpose to show the importance of the academic and employability skills at the workplace and University, how can be improve it and which I have or I need to update. First in the list of skills is communication because is the base of the sharing the information. Next being team working as the reason of successful business plan. Time is very important in people life , and is very good to know how to manage it, because of this exists time management. Academic skills makes sharing of information to have more effect. Taking the notes and by sending the information on , sharing the knowledge as symbols is because of writing.

As human being, it is complicate to do not speak with others , in that moment people needs to be listened, this shows the importance of listening skills. At the university , students can learn a lot of new things , as a part of the lesson , there are activities in class, when paraphrasing is a very good skill. The text can be write with own words using synonyms . All this abilities together make the human life to became easy to pass, to make them to know each other , to see the good part of the world.

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