

Assignment 2 Group Work Report



University of Wells Trinity Saint Davis

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1.Introducing

Study is huge challenge where students learn how to develop many skills which impact in a future on their academic and professional life . To approach the University expectation or achieve any goals students have to learn different skills which help them further on in their career . This report will discuss four of the academic skills like Analytic and Critical Thinking , Time management , Team Work and Referencing which can support students assemble their assignment and meet the deadlines on time .

2. Analytic and Critical thinking by Krasimira Chausheva 223162

Analytical and critical thinking are essential skills that are highly valued in both academic and professional work. They involve the ability to evaluate, interpret, and analyse information in a systematic and logical manner. These skills enable individuals to identify problems, evaluate evidence, and make informed decisions (Von Colln-Applying, and Giuliano, 2017). Analytical and critical thinking skills enable individuals to identify problems, evaluate evidence, and develop solutions that are both effective and efficient. This is essential for success in fields such as engineering, finance, and healthcare, where problem-solving abilities are highly valued.

In academic work, analytical and critical thinking are essential for success in fields such as science, engineering, and humanities. They enable individuals to understand complex theories, analyse data, and formulate hypotheses (Permana, et al., 2019). Moreover, analytical and critical thinking skills are essential for writing research papers, essays, and dissertations. They help individuals to evaluate evidence, identify gaps in knowledge, and develop arguments that are both persuasive and well-supported.

Hiser, and Koenigs, (2018), emphasises the importance of analytical thinking in decision-making. The book explains how the human brain uses two types of thinking - intuitive and analytical - and how analytical thinking can help individuals to make more informed and rational decisions. The book provides

practical examples of how analytical thinking can be applied in different contexts, such as financial planning, healthcare, and education.

Nevertheless, in professional work, analytical and critical thinking are highly valued skills. They enable individuals to analyse business problems, identify opportunities, and make informed decisions. In fields such as finance, law, and consulting, analytical and critical thinking skills are essential for success (AlMarwani, 2020). They help individuals to evaluate data, identify trends, and make recommendations that are based on sound evidence.

Hodgkinson, and Sadler-Smith, (2019), examines the importance of critical thinking in higher education. The study found that college programs that emphasise critical thinking skills help students to develop problem-solving abilities, analytical skills, and creative thinking abilities. Moreover, these skills are highly valued by employers in different industries.

Analytical and critical thinking skills are also essential for innovation and creativity. They enable individuals to think outside the box, and come up with new ideas. This is especially important in fields such as technology, design, and entrepreneurship, where innovation is a key driver of success. Analytical and critical thinking skills help individuals to adapt to changing situations and respond to challenges in a flexible and adaptive manner (Permana, et al., 2019). Analytical and critical thinking are essential skills that are highly valued in both academic and professional work. They enable individuals to evaluate evidence, identify problems, and make informed decisions. By developing these skills, individuals can enhance their problem-solving abilities, increase their creativity, and maximise their success in their chosen field.

According to Whittaker, (2018), analytical thinking helps individuals to evaluate evidence, identify problems, and develop solutions. The article provides examples of how analytical thinking can be applied in different contexts, such as research, healthcare, and law. The article also emphasises

the importance of developing analytical thinking skills for success in the modern business environment.

These examples of literature demonstrate the importance of analytical and critical thinking in different contexts, such as decision-making, education, and professional work. They emphasise the benefits of analytical thinking, including problem-solving abilities, creative thinking abilities, and resilience. They also provide practical advice on how to develop analytical thinking skills, which can help individuals enhance their problem-solving abilities and maximise their success in their chosen field.

3. Time management by Milena Ilieva 2231625

Time management is a critical skill that plays an essential role in academic and professional success. The ability to manage time effectively is vital because it allows individuals to be more productive and achieve their goals efficiently (Martin, Stamper, and Flowers, 2020). In academic and professional work, effective time management ensures that deadlines are met, tasks are completed on time, and productivity is maximised.

In academic work, time management is crucial because students are often required to juggle multiple tasks simultaneously. These tasks may include attending classes, completing assignments, studying for exams and so on. Appropriate time management helps students balance these tasks, prioritise their workload, and meet deadlines. It also ensures that students have enough time to study and prepare for exams, which is crucial for academic success (Sehrish, and Zubair, 2020). Time management in academic work and provides strategies, such as setting clear goals, prioritising tasks, and breaking down larger projects into smaller ones for effective time management.

Wolters & Hussain, (2015) found that effective time management is strongly associated with higher academic achievement among college students. The study used latent profile analysis to identify different groups of students with varying levels of time management skills and found that students who

reported high levels of time management were more likely to have higher GPAs.

Similarly, in professional work, time management is essential because employees are often required to work on multiple projects simultaneously. Effective time management can help employees prioritise their workload, meet deadlines, and improve their productivity. It also ensures that employees have enough time to complete tasks to a high standard, which is crucial for career advancement (Yener, Arslan, and Kiliç, 2021). Time management in professional work provides practical strategies for improving time management skills, such as setting priorities, delegating tasks, and minimising distractions to the people.

The author Agranovich, et al., (2019), argues that effective time management is essential for achieving goals in various domains of life, including academic and professional pursuits. The article discusses the benefits of setting specific and measurable goals, prioritising tasks, and avoiding procrastination in achieving success.

Moreover, good time management skills can also reduce stress and prevent burnout. When individuals manage their time effectively, they are less likely to feel overwhelmed or stressed. They can also avoid procrastination and ensure that they have enough time to complete tasks properly, which can reduce the likelihood of making mistakes or producing subpar work. Time management is a critical skill that is essential for academic and professional success. It enables individuals to prioritise their workload, meet deadlines, improve productivity, and finally achieve their goals (Martin, Stamper, and Flowers, 2020). Therefore, it is essential to develop effective time management skills to achieve academic and professional goals and maximise success.

Heo, Bonk, and Doo, (2021) emphasised the importance of effective time management in reducing stress and increasing productivity. The author provides practical tips and strategies for managing tasks and projects, such

as the "two-minute rule" and the "weekly review," which help individuals prioritise and complete tasks efficiently.

Overall, these examples of literature provide evidence that effective time management is essential for academic and professional success. By developing good time management skills, students and professional individuals can improve their productivity, and achieve their goals more efficiently.

4 . Teamwork by Nedelcho Vichev 2229924

Teamwork is an crucial component of building a successful organisation. This subheading will discuss and evaluate the effectiveness of teamwork within a team in academic and professional environment . In addition , will provide recommendations on how to improve team effectiveness . Effective teamwork is valuable in achieving organisational success. It promotes a collaborative environment where colleagues can work together to accomplish tasks while sharing their ideas and knowledge to solve problems. Furthermore, working in a team helps individuals to develop their skills, develop a better understanding of different critical perspectives, and identify different ways of approaching problems. Nonetheless , it facilitates working relationships and results in improved morale among employees (Chan & Drasgow, 2001).

One of the benefits of effective teamwork is the enhanced ability to solve complex problems. This is because a team comprising of diverse perspectives can approach problems from various angles, which results in a more comprehensive view of the issue at hand . Furthermore , teams are more likely to come up with innovative solutions since they are working in collaboration which means pooling ideas and considering multiple solutions. According to Cottrell (2019) , another advantage of teamwork is the development of interpersonal skills. Teamwork helps individuals develop communication, listening, and conflict resolution and leadership skills . This is because being part of a team necessitates effective communication, which

is essential in avoiding misunderstandings and ensuring that all team members understand their respective roles and responsibilities. Moreover, working in a team helps individuals develop leadership skills by allowing one to communicate and motivate others to achieve a common objective (Katzenbach & Smith, 1993) . Although , working in a team comes with numerous benefits and challenges . One of the major challenges facing a team is communication. As team members work together, they need to communicate effectively, and depending on the various personalities, this can prove difficult. Ineffective communication leads to misunderstandings, delayed decision-making and conflict, which can derail team processes. In addition , conflicting personalities and work styles can affect how the team functions. Therefore to counter this, teams need to develop clear communication processes that allow for open and honest communication . According to Fiore et al. (2017,pp.4-10) , another challenge is lack of accountability, which is essential for effective teamwork. When team members are not accountable, there are cases of missed deadlines, lack of commitment and low confidence in the team's ability to achieve success. To mitigate this, teams need to discuss roles, responsibilities and develop clear expectations. There should be clear measures to ensure accountability and consequences for failure to execute assigned tasks .

In summary, teamwork is a crucial aspect of achieving organisational success. Effective teamwork promotes a collaborative environment, enables problem-solving and allows for the development of interpersonal skills. Achieving effective teamwork is challenging, and teams need to develop clear communication processes, set expectations and accountability measures. Therefore, it is essential to embrace teamwork and create environments that promote collaborative efforts towards achieving organisational success.

5. Referencing by Viktoria Ivanova 2219320

Referencing is an essential component of academic and professional work as it acknowledges the sources of information used in a particular project or research. It is an ethical practice that ensures that work is original, credible and demonstrates academic integrity (Azizah, Maryanti, and Nandiyanto, 2021). Referencing is the process of citing sources, both within the text of a work and in a bibliography or reference list at the end of the work. It allows readers to follow up on the information provided in a particular work and verify its accuracy, authenticity, and reliability.

In academic work, referencing is crucial because it helps to distinguish between original work and work that is based on the research and ideas of others. This is especially important in fields such as science, engineering, and medicine, where accuracy and precision are paramount (Krenn, et al., 2020). In addition, referencing helps to support the credibility of an argument or a claim and shows that the writer has conducted thorough research and understood the existing literature.

Masic, (2021) the author emphasises the importance of proper referencing in scientific writing. He explains how referencing helps writers to acknowledge the contributions of others, demonstrate their own understanding of the topic, and avoid plagiarism. The book provides practical advice on how to cite sources correctly, including examples of in-text citations and reference lists.

Similarly, in professional work, referencing is essential because it demonstrates to clients, colleagues, and superiors that the work is based on credible and reliable information sources. In fields such as law, journalism, and business, accurate referencing is essential to establish credibility, and it is often a requirement for submitting a report or a proposal (Yao, et al., 2019). In professional work, referencing can help avoid legal issues related to copyright infringement or plagiarism. By citing the sources of information,

the writer acknowledges the intellectual property of others and avoids any legal disputes that may arise.

Silvestre, et al., (2017) examines the importance of referencing in professional work. The study found that job analysts who cited their sources of information in their job analysis documentation produced higher-quality work and were more likely to be perceived as competent by their supervisors.

Moreover, good referencing skills can also improve the quality of the work. When individuals cite and acknowledge sources accurately, they are less likely to be accused of plagiarism. They can also avoid using incorrect or outdated information, which can damage their reputation and credibility. Referencing is a critical skill that is essential for academic and professional success (Azizah, Maryanti, and Nandiyanto, 2021). It allows individuals to acknowledge and credit the sources of their information and demonstrate their credibility and academic integrity. Therefore, it is essential to develop effective referencing skills to achieve academic and professional goals and maximise success.

The author Wette, and Furneaux, (2018), explains how referencing helps writers to build on existing knowledge, demonstrate their own expertise, and engage in critical thinking. The article provides guidance on how to cite sources correctly and emphasises the consequences of plagiarism, including the risk of disciplinary action and damage to one's reputation.

Overall, these examples of literature demonstrate the importance of referencing in both academic and professional work. They emphasise the benefits of proper citation, including demonstrating credibility, avoiding plagiarism, and supporting arguments with reliable sources. They also provide practical advice on how to cite sources correctly, which can help individuals develop effective referencing skills and maximise their success in their chosen field.

6.Conclusion

Each of these skills is important for academic and professional success, and the choice of which skill to prioritise depends on the specific situation and the desired outcome. For example, when working on a research paper, referencing may be the most important skill in ensuring academic integrity, while in a time-sensitive work environment, time management may be more critical. In the long run, however, all three skills are important for success in academic and professional settings.

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