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ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

This academic report reflects on the learning. This report will explain four topics of work explaining the understanding of the topics, the usefulness, and the learning of the topics. The topics discussed in the report are time management, academic writing, summarising, and public speaking. This report is a brief on academic and employability skills. The personal reflection involves discussion on each topic to allow a better understanding of skill improvement.

TIME MANAGEMENT

Time management skills are one of the key abilities one should inculcate to succeed. Time management also helps in improving the efficiency and productivity of an individual (Lévesque and Stephan, 2020). Time management is using your time for the best purposes by prioritizing the work. An individual can be productive and efficient but time management helps in improving productivity through better prioritization. Time management also helps in meeting the deadlines and avoiding confusion at the last moment. Time management involves differentiating a task into important and urgent. Time management and separation of work into important and urgent can be implemented with the help of the priority matrix. The priority matrix is also known as Eisenhower Matrix. The matrix helps in differentiating different tasks based on importance and urgency into doing first, do next, do later, or don't do. For implementing the priority matrix, one should be able to ask themselves and judge the rightness of the decision made (Alqahtani and Rajkhan, 2020).

Figure 1: Priority Matrix

(Source: Alqahtani and Rajkhan, 2020)



Time management can also help in improving rest and provide a rather healthy schedule to an individual. Different time management activities which will help an individual move forward better are –

- Prioritization – trying to do everything at once is impossible and so is meeting deadlines without prioritizing. Every task should be prioritized based on importance and urgency as explained by the priority matrix. The factors influencing the prioritization might be

the time required to complete, the deadline to complete, and many more (Kenayathulla et al., 2019).

- Time table – timetable or scheduling involves allocating time to different activities or tasks. Scheduling helps in creating a time-managed plan for the day. Preparing a timetable also helps in maintaining the energy levels throughout the day improving productivity and efficiency. The key role timetable preparation and following plays are minimizations of procrastination which can help the individual achieve greater goals in life (Lévesque and Stephan, 2020).
- A to-do list – one of the major contributors to effective time management is a to-do list that will avoid an individual slip a task or any scheduled task which can overwhelm for later. A to-do list helps you stay focused for the day. A to-do list also helps in better organization (Lévesque and Stephan, 2020).
- Resting – rest plays a major role in every person's time management. A well-rested person is said to be more productive and efficient, so Therefore effective time management involves a good sleep and relaxing time. This also helps in maintaining creativity and avoids burnout.

These activities are also interrelated and help to declutter as well. These activities can help an individual achieve short-term goals which are stepping stones for the accomplishment of long-term goals (Lévesque and Stephan, 2020).

ACADEMIC WRITING

Writing plays a major role in day-to-day life and therefore an employer is always keen on the way of writing a prospective employee possesses. This is generally assessed by the application letter, cover letter, and resume. A well-written application and cover letter can prove to be a great advantage while seeking a job (Briscese et al., 2020). The employer focuses on the structure of the letters, grammar, vocabulary, and other writing skills. Academic writing involves reading and writing at academic levels. A good academic writer focuses on the topic asked and creates a report based on the research carried out. Academic writing is an acquired skill that addresses the issue at hand with appropriate language and structure. This can further help in carrying out other duties in an organization. The improvement of writing skills and literacy is developed with academic writing in every professional path and is consistent throughout the career. The different skills developed through academic writing are as follows

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- Greater writing skills
- Presentation
- Report making
- Better communication
- Improved research skills
- Problem-solving
- Critical thinking
- IT skills and many more.

These skills further help in the development of technical aspects along with an improved understanding of different academic topics. Academic writings in a corporate environment help in creating a persuasive aspect that allows for negotiating better in the workplace (Briscese et al., 2020). The improved vocabulary through academic writing further helps in legal documentation and email writing. The use of Microsoft word, excel, and presentation is maintained with improving academic writing is also important for employability in the corporate world today (Ademiluyi, 2021). In the present day, transferable skills are also equally important to allow an individual to stay in the desired job designation.

The above explanation explains the importance of possessing good academic skills in the corporate world and job seekers and job employers can check the academic writing techniques to create better chances of employment and maintain competency in the corporate world.

Possessing a greater skill-set help in moving forward in the corporate industry and cultivating these skills during academic development instates these skills in an individual. Educating individuals to improve their skills also help in creating responsible and highly skilled individuals who will improve the economy and create beneficial establishments in the future for a sustainable, healthy, and positive future (Ademiluyi, 2021).

SUMMARISING

In the professional career, one must be able to summarize to avoid time consumption in situations it is needed. It is important to understand that summarizing is been and is a crucial part of one's life. In the academic journey, as students, individuals are required to summarize concepts, lectures, and subjects whereas in the professional life summarizing is used in all types of situations. Summarizing is abstracting the information and then concluding it in a short form. Summarizing can involve the use of information provided or in the speaker or writer's own words (Guo et al., 2018). Some of the crucial points to be kept in mind while summarizing can be –

- Focus on grasping the information
- Highlight the important points
- Prepare notes
- Create a conclusion with your understanding

Apart from this, a good summary is the first thing on an individual's resume that explains your approach towards the company (Özdemir, S., 2018). A summary can be used in different situations in a workplace like –

- Meetings to derive the outcomes
- Executive summary for reports
- Emails
- Board presentations
- Crisis and risk management involve quick thinking and resolution, therefore it is impossible to communicate everything. Summarizing these situations will help in faster resolution.

After knowing the importance of a summary in a workplace it is crucial to know how to write an effective summary that can communicate the broader idea behind it (Guo et al., 2018). Applying the following might prove to be very effective for summarizing various scenarios in personal and professional life.

- Source identification – the identification of the source provides an overview of the summary ahead.
- Paraphrasing – Paraphrasing involves rewriting the original content with an understanding. Paraphrasing also creates a point of view on how good a writer an

individual is. Paraphrasing involves the condensation of a message along with the source of information provided (Guo et al., 2018).

- Quotation – it is important to quote original words from the meeting or incidents to allow better understanding for the reader or listener (Guo et al., 2018).
- No bias – the summary should not reflect biasness on one side. A good summary involves both ends providing a neutral point of view to the readers (Guo et al., 2018).
- Third-person – A summary should be written in the third person to avoid tone changes and better reflection of the message intended (Guo et al., 2018).
- Present tense – A standard summary involves the use of past tense regardless of the time frame of the incident or scenario described in the summary (Guo et al., 2018).

A personal point of view on summarizing is to follow these steps for summary writing –

- Reading or listening carefully – it is important to listen or read carefully to understand the whole idea and its source to summarize it.
- Taking notes – Taking notes helps in writing a summary later and avoids any important points to be included.
- Outline the main idea – Before finally writing a summary, one should be able to outline the main idea being conveyed in the source to avoid deflecting from the topic.
- A rough draft – preparing a rough draft using the outline and notes helps in creating a main idea and the draft does not need to be perfect.
- Check it – checking the draft helps in identifying the mistakes and correcting them to form a better summary.
- Revise and edit – this last step help in finalizing the summary by double-checking any mistakes be it grammatical, vocabulary, or others.

PUBLIC SPEAKING AND GIVING PRESENTATION

Job seekers with good confidence and public speaking ability are highly valued in any organization (Ivanova, et al., 2020). Public speaking further helps in the leadership and managerial positions and therefore every individual should be able to speak publicly and improve this skill set to accomplish leadership roles. Presenting and public speaking are soft skills. These skills demand good communication and interpersonal skills rather than a technical point of view. For an individual to be comfortable speaking publicly the confidence of standing in front of an audience and conveying the idea is important. The skill does not vary with the number of audiences. Public speaking skills do not play a key role in speeches and public conferences but also in the workplace to pitch ideas and other presentations in front of a board of the company or other team members respectively. A good public speaker becomes an effective leader creating great teams motivated to accomplish greater things in life (Sharma, 2021). Public speaking should be able to connect with the audience for it to be effective and therefore it is important to create the presentation from the audience's point of view as well. A good public speaker can enunciate and speak loudly with the grammatically correct use of language for the audience to listen with proper concentration. The use of um, aa and others might distract the audience and that can result in losing confidence. It is also important to improvise during the presentation or public speaking, scripted speeches can often seem boring and thus lose audience interest (Hennessey, 2019). For an effective public speaking session, it is important to adjust the speaking time along with pauses to allow the audience to understand the demand of the different parts. An engaging presentation is filled with varying tones, correct use of grammar, and connection with the audience to allow proper conveying of the message being delivered. For public speaking, an individual should be able to present a PowerPoint presentation to create more engagement of the audience and better understanding with the help of audio-visual aids. A creative presentation allows the audience to grasp the concept easier and maintain their interest throughout the session (Hennessey, 2019). A good public speaker is also able to understand audience tensions and can address them by maintaining the interest of others.

CONCLUSION

The report helps in understanding skills required for employability and a description of four skills used in the professional journey of an individual. The four skills discussed in the report were time management, academic writing, summarizing, and public speaking.

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ACADEMIC AND EMPLOYABILITY SKILLS

Chops and hops



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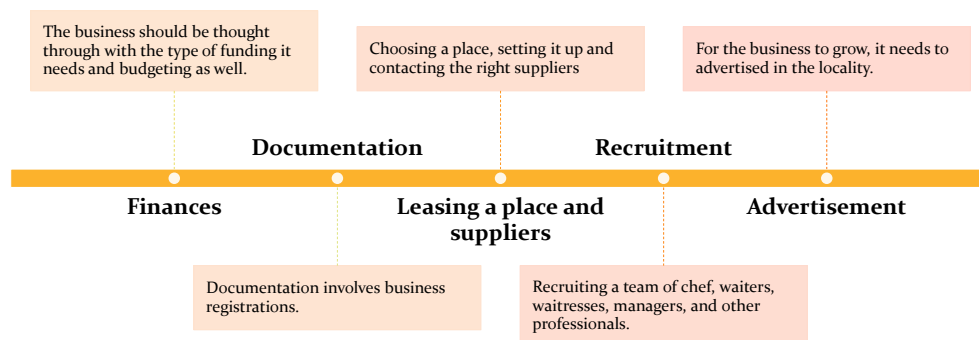


Introduction

This presentation is an overview of academic and employability skills. The chosen business type for the assignment is a restaurant named chops and hops.



Business Plan





Skills Required

The major skills required in a restaurant business are –

- Leadership
- Communication
- Conflict management
- Time management
- Scrupulousness
- Flexibility



SWOT analysis

The framework is used to analyze the internal environment of a business (Grover et al., 2022). The four dimensions for the analysis are Strength, Weakness, Opportunity, and Threats.



PDP

Skills needed	Purpose of skill	Time frame	Ways of improvement	Analysis	
Communication	Restaurants involve a lot of interaction with customers which need effective communication.	3-5 months	- Regular interaction - Think before you speak	Oral assessment every month to track progress.	
Time-management	Scheduling shifts for every day.	2-3 months	- Preparing a time-table - Prioritization of tasks	Effectiveness can be analyzed by not missing deadlines and lesser confusions.	



CONCLUSION

This presentation helped in understanding the employability skills in the new restaurant business.



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