

Module Title- BMSW4001 ACADEMIC AND EMPLOYABILITY SKILLS

Assignment Title- Academic and Employability Skills

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Introduction

The essay has focused on the significance academic and employability skills of mine. These skills have played an important role in order to make me deserved, knowledgeable and effective. In this essay, the academic skills along with the employability skills have been discussed with a great deal of information. Among the academic skills, academic writing skills, research skills and reading proficiency have been discussed in the essay. Furthermore, the essay has also developed on discussing the employability skills respectively communication skills, time management skills and resiliency in great details. These skills have greatly influenced on my learning kills.

Analysis

Academic skills are very much important in developing the character of an individual. I have been very much benefitted through these skills. I have learnt a lot of lessons and activities by learning the importance of these skills. In this respect, the academic skills have been discussed in the class that have enhanced my knowledge very much.

Academic writing is one of the most important academic skills that I have possessed. This skill is very much effective in building a strong communication with the other classmates. In the classroom, the lecturer has taken the initiative to utilise this skills in order to make me along with the other classmates effective and much deserved to become intellectual (Rakedzon and Baram-Tsabari, 2017). Through the academic writing, I have been able to develop a strong writing skill. Before I used to think that somewhere academic writing and normal English writing are indifferent. But in the classroom, our lecturers have been able to prove that academic writing possesses a set of rules and principles that are the essential quality of academic skills. The lecturer has taken the initiative to provide the academic works to all of us. In this respect, I have been able to develop this skill effectively. I have given a great effort in practicing the academic writing skills. In this respect, I have been able to gain an extensive knowledge regarding this skill.

This skill is very much beneficial and influential in the intellectual development. Intellectuality lies as one of the greatest principles. Therefore, in order to accomplish any academic work, intellectuality plays an important role in developing my personality. Therefore, through this skills, I have learnt that intellectual effort is very much necessary in the achievement of any respective targets. I have been able to generate new knowledge in the process of analytic al

thinking. Therefore, in future, I will be able to resolve any research problem with the benefit of academic writing that has given me a great deal of knowledge and improve my capabilities in accomplish academic works comfortably (Cai, 2017).

Research Skills are another academic skills that have created a great impact on me and my learning capability. The research skills have been very much beneficial in identifying a problem that is related to the work. After identifying the problem, this skill has also been very much beneficial in collecting relevant and essential information in order to address the problem (Willison and Buisman-Pijlman, 2016). In this respect, the lecturers have taken the initiative to provide a task to all of us in the classroom. Then, we have made a great research in going through the entire task in order to identify any issue regarding the subject. After finding the issue, I have created a great research in collecting relevant information that can address the issue and from that research I have been able to enhance my knowledge. This knowledge has helped me in order to solve the problem effectively and properly by utilising this skill smoothly. Therefore, this skill has given me the opportunity to gain a depth knowledge and information with a detailed analysis after being able to research extensively on the provided subject. While conducting a research in the classroom, I have written all the essential key findings in order to use them in the completion of the task. Therefore, through this skill, I have been able to keep a record of such materials in order to solve the problem with provided relevant and suitable information. This skill has also provided me to consult with the lecturers in case of having any problems while conducting the research. Therefore, in the academic work, the research skills stand for the essential skill in collecting important information to complete the task by gaining a profound knowledge (Bandaranaike, 2018).

Reading Proficiency is one of the most important academic skills. In the classroom, the lecturers have taken the initiative to enhance my capability in reading with proficiency. In this respect, the lecturers have provided us to an individual task in order to read the academic texts (Viljaranta *et al.*, 2017). Therefore, I have been very much able to enhance this skill in this chosen initiative. This skill has provided me a great deal of learning. Through this skill, I have gained a profound knowledge about the better vocabulary that results in the enhancement of grammar knowledge. This skill is very much beneficial in the stimulation of imagination. While reading the academic text, I have been able to light up new ideas and also this skill is very much influential in improving focus and concentration. Therefore, this emerging of new ideas and improved focus have been provided me through the utilisation of this reading skills. Apart from that, through this skill, I have been able to pronounce the difficult words with efficiency

and correctly. As a result, my reading skill has been improved effectively. This skill has also improved in gaining a better understanding of academic texts. Following this skill, I have been able to gather new information of various authors and as a result, I have been able to conduct any research with ease and comfort. Through the skill, I have learnt about these special and essential qualities that possess a strong position in respect of academic skills (Duncan *et al.*, 2016). Therefore, this academic skill has been very much beneficial and influential in creating a great impact on developing my knowledge.

After this exercise conducted in class, I got to know that there is few employability skills that I need to improve for my future growth. Those needed skills are ***communication, time management and resiliency***. As an employee, I have to be perfect on time management, for having an excellent result of every work. Employees are the heart of any organisation. Every employee needs to complete his given job according to the instruction. In order to complete the given tasks, I have to communicate properly with other employees and the manager of the organisation. Resiliency is one of the most important skills that can help to maintain anxiety and other mental pressure and to perform well in the organisation. During the class, I got to know that I need to improve these skills for a better future. Apart from this, I also got to know that my team management and attention and focus skill is average. In my class, I have to do many works that are instructed by our teacher and lecturer. With the help of Kolb's learning cycle, I get to learn about my weaknesses and strengths.

During class activities, those skills are known by me with strong experiences. I can handle or maintain my classmates during any teamwork. I lead them towards the goals that are set by our teachers in a well-structured way. Most of the time, I can achieve the goal with my classmates. This gives me the knowledge that I can handle a team. Attention and focus skill are also average for me. I can understand the given instructions of my teachers. I always try to listen to them carefully with attention. This helps me to understand that I have the skill of attention and focus on my employability. Apart from these I never attend my classes at a given time, most of the time I miss the starting time of events. Along with these, I never complete the given tasks on deadline. Therefore i understand that i need to improve my skill of time management skill. Communication skill is also below the average that i get to know during a task given by the teacher in my class. There I was to play the role of a communicator for my given task. After that, I understand that I need to work on my communication skills. I get to know that I have improved my resiliency skill in my personal life during many events. That is why I want to improve my resilience skill.

During my class, I learned what employability skills. In this age of globalisation competition and wanting to develop is high. Therefore every organisation wants to recruit employees who have experience and skills for developing the organisational performance. Higher education is not enough for being a good employee. There is something more than higher education for achieving the best performance. Every employee needs to perform well to have improved organisational performance. During my classes, I get to know about my weak skills and strong skills also. I need to work on the weak skills like Time management, I need to work on my time management skill, and I can improve it by setting a hard deadline on it. I need to motivate myself for completing my jobs and tasks within the given deadline. By setting a deadline for every work that I am going to do, I can improve my skill of time management (Gregg, 2018). Apart from this, I can take the help of Pickle jar theory for understanding and identify the prior work that I have to first on my list (Kipkoech, 2017). After that, the low prior jobs are going to be completed. It will help me to divide my time as per the priority of the work. This can help me manage my time in a well-structured way.

During the class, I can identify the prior work at first, and then I can complete them according to their priority or deadline. It will help have improved time management. The skill of communication is essential for every employee; well structured communication helps to flow important information within the organisation's every department (Moore and Morton, 2017). In order to complete a team, work employees need to communicate well with their colleagues and partners. In order to improve my communication skill, I need to simplify my message that I want to convey to the people in the team. It helps them to understand the message and its importance that I want to share with them. I also have to develop my body language and eye contact for improving the skill of communication. Effective communication helps to build a strong team and effective team members that are going to bring success within the organisation. In my class, I have learnt how to become more communicative with my friends and my team partners.

It is not possible that I always got my friends as my team partner. Sometimes team partners are not my friends then I have to make them friends to have an effective result of the teamwork that we are working on. In order to become a good employee or an effective leader, I have to be resilient. During class projects, students are asking many questions to the teacher, but the teacher always answers us with a smile. This taught me i also have to be like my teacher and that i also can answer my employees with a smiling face. I need to be more optimistic in my life. This can help me to be a resilient person. I have to find the scope to learn something from

my failures (Tien and Wang, 2017). In order to be a resilient person, I have to welcome and embrace the ideas and thoughts of other people.

Conclusion

After completing this class examination, I have learnt, what skills I need to improve for better performance in future as an employee and also which are the strengths that I can use in future for improving my performance as an employee or a leader in any organisation. These classes will help me to learn many skills that are going to help me to improve my career objective.

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