

Academic and
employability skills

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INTRODUCTION

Academic skills and collection of study habits, learning, saving, strategy making and management of time in most effective manner for the growth and development of personal and professional career. These skills helps individual to gain competitive advantages at university and professional life. Academic also helps students to get well and effective job that can help in the growth of professional life of student. Whereas employability skills refer to the capabilities and skills that candidates have that make them better form other candidates and helps to gain better advantage in job sector. Academic and employability skills directly impact the growth and career advantages of the student life and enhance the level of efficiency in the market. To learn this skills academic knowledge and practice can help the student and enhance the level of effectiveness in their growth. There are various skills that can help the student to gain better competitive advantage at the University and enhance the level of growth and career advantages. Below report contains information about various skills and capabilities that can help the student to gain better growth and career advantages in the future.

MAIN BODY

Time management.

Time management is important part of the organizational and academic career of the individual. It helps to enhance the level of effectiveness in the learning process and completion of the given task on time. Time management refer to managing all the activities and completion of task on time so that effective outcome can be achieved in the future. Time management skills help me to complete all given task and assessments on time and provide better performance at the university level. Also time management skills provide better insight about my future growth as an employee in the specific organisation. Time management skills provide better growth and advantage to the person in the life. Effective growth and enhancement of career objective helps to me provide effective performance at the university. Time management skills provides me better insight about the work I have to complete on time in order to gain better insight and growth in the future. Time management skills help to take right decision at right time so that I can gain competitive advantage and growth in the future. It also helps me to organize and plan my task and responsibilities at the organisation in effective manner so that effective outcome I can achieve.

Also this provides me better insight about the growth and enhancement of my professional career by proving effective performance at the job sector.

Completing all the assessment and given task by the teachers at the university helps me to gain better insight about the objectives and goals in the academic life. Effective skills and capabilities in time management provide me growth and enhancement of the career objectives and helps me to deal with the task and responsibilities in most effective manner. Time management skills helps me set all goals and objectives that can help me to gain better growth and enhancement of the career objectives. Completing task and responsibilities on time can help me to develop strong growth at the university and professional life. Management of task and responsibilities can help me to become effective manager and gain better growth and efficiency at the market place. Better advantage in the life of the person could help to achieve organizational goals and objectives in effective manner. Also its assist me toward encouragement and motivation in the life.

Thus effective time management skills helps me to gain better growth and enhancement of goals and objectives in the future. Is assist me towards better planning and organisation of goals and objectives of the future life so that I can gain better growth.

Academic writing.

Academic writing skills always play vital role in the growth of personal and professional career of the person. This skills help individual to gain better growth and enhancement of goals and objectives of the future that can help in better learning and proficiency in career. Academic writing skills help me to gain better growth and advantage in personal and professional life. Also academic writing skills helps to gain better objectives and growth in the future. Academic writing serve effective communication in written formate that convey message and information in most appropriate manner. Academic writing provide effective outcome of assessment and task provided in the university and jobs that I have to perform in the future. Academic writing enhance the level of effective growth in the student career and provide better insight about the goals and objectives of the personal life style. When I write I always ensure that information and data that I provide in the assessment should accurate and provide right information to the reader. This could help me in the future growth and enhancement of goals and objectives in the future life. In higher education academic writing play vital role in the growth and achievement of goals and objectives that I can in the future with more proficiency and effectiveness.

My academic writing skills helps me to focus on the techniques and ideas that can help me to gain better growth and enhancement of goals and objectives in the future. Idea and research on the specific topic helps me to gain better outcomes in the writing skills and capabilities. There are various factors that help me to enhance my academic skills and capabilities in the university and job sector; effective understanding about the theoretical aspect of the module, effective research and idea generation, knowledge about the complex topics and theories etc. this helps me to write in effective manner and gain better advantages and growth in personal and professional life. Academic writing skills could help me to provide effective performance at the job sector and increase the level of efficiency and growth of the writing. I always focus on the development of knowledge and information so that I can gain better insight about the topic and objectives in the future.

Thus, academic writing skills assist better future growth of personal and professional life of the student and perform in most effective manner at the job sector.

Public speaking and giving presentation.

Public speaking is great way to build personal and professional development of the person. This assist towards the enhancement of communication skills and capabilities of the personal and professional life of the person. Enhancement in communication helps helps in most of the areas of the life and this increase the level of efficiency and growth of the person. This helps to gain better goals and objectives in the life of person and also this focus on career advantages and growth of the personal life. Public speaking and presentation skills assist me to gain better objectives and growth in the life. Also this helps me become informative speaker at the university and enhance my level of confidence in life. Informative speaking is the common part of jobs sector and its is important for the person to gain better communication skills so that they can provide effective information and data through the presentation at the university or job.

This could also assist me to become effective employee at the job by giving effective information and knowledge to the other people in the organization. It also helps me to develop critical thinking skills and capabilities at the university so that I can achieve my academic goals and aim in most effective manner. This also helps to over come form the fear of public speaking and enhancement of goals and objectives in the future. This helps me to enhance my problem solving skills so that I can provide better outcomes to the organization. It helps to enhance verbal and non verbal skills that can help to gain better objectives and growth in the future. It assist me

towards the advancement of career goals and objectives in most effective manner. It helps helps me to stand out of work to gain better objectives and growth. It helps me to boost my confidence so that I can perform in most effective manner. Public speaking has insecurities that enhance the level of growth and success at personal and professional life. I focus on presentation and public speaking skills that helps me to gain better advantages in personal and professional career and enhance the level of growth and opportunities in the job sector. It also assist and helps me to make social connections so that I can achieve my aims and objectives. Also effective communication skills provide better growth in the professional life because it helps me communicate with the people and provide them information and knowledge in effective manner.

Online learning experience.

My online learning experience helps me learn in most effective manner at the university. Online learning provide more information and knowledge about the various topic and modules that have to be studied so that I can achieve better growth and enhancement of goals and objectives. Online learning helps me to learn new skills that provide better growth and insight about the growth and objectives at the university. Online learning experience enhance my capabilities to gain effective growth and fulfilment of organizational objectives. There are various aspects that provide me better growth and effectiveness in the information I gain and knowledge that can help me to get effective job at the professional life. Building skills and capabilities at the university level can help to gain effective outcome and growth in the future. Online learning helps to gain better growth and proficiency in the career.

For effective growth and enhancement in the various objective of employability I take online personality development classes that enhance the knowledge and data information I have. Online webinars helps me to develop better understanding and knowledge for my academic and personal growth. Effective information and understanding of new skills and capabilities can assist me towards the achievement of academic goals and objectives of life. Better understanding about the various topic that I have learn in online classes can help me to gain better growth and advantages in the life. Online learning experience enhance my knowledge about the various skills and capabilities that I have leaned and achieve growth in the classes. Enhancement of growth and objectives in the online learning provide me better insight about the growth and fulfilment of needs and wants in the career. Online learning experience provide me all the necessary data and

information that I can use in the future growth and enhancement of my personal and professional life.

Thus, online learning helps me to gain more information so that I can achieve my aim and objectives of life. It also provide me better insight about the various topics that I have learned in online classes. Also there various roles and responsibilities that assist me towards the achievement of goals and objectives. It also help me to gain better objectives and growth of my career in job sector.

CONCLUSION

From the above information it can be conclude that various skills and capabilities of the person helps to enhance the level of effectiveness and growth of personal and professional life of the student in most appropriate manner. There are many academic and employability skills that can help person to gain competitive advantage and growth in the future. Time management skills help individual to enhance the level of effectiveness in the growth and culture of the person. It helps to complete all the given task and responsibilities on fix time period. Time management also helps person to complete multi task on one time. Academic writing skills of the person helps to gain better advantage and growth in the personal and professional life. Academic writing helps students to get good grades in the exams and that helps individual to get professional growth. Public speaking and presentation skills helps to provide effective outcome in the future. It helps to provide effective performance at the job sector and in the university. Online learning experience help student to gain better advantage and growth in the future.

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