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Academic and Employability Skills for the workplace

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My Future Job

In my presentation today I would like to discuss about the most important skills from my own personal point of view which are required to apply on my future job and not only there ;even in my day to day life , and they are as follows. In the next slides I will tell about each one how it will help my development in the future.

1.Time Management

2.Organising study

3.Academic writing

Why? Because the efficiency of doing a great job and finishing your task on time it is in the way of how you organize your time ;and ,how much time you spend on each project.



Value time as precious

Don't wish it away. Tune into the immediate moment and make it count in some way.

Get in rhythm with time

Be aware of when in the day you are at your best for getting different things done. Be mindful of natural rhythms that support our health, well-being and effectiveness.

See page xvi.

Be grateful for busy times

Consider what it would mean if you didn't have study, work and those other commitments. You wouldn't still have the opportunities these bring either. What would you miss out on?



Reduce pressure on time

If 'time' is under pressure, be kind to it. Look for ways of easing the strain on it. Set clearer priorities. Look for time-saving solutions. Ask for help in sharing the workload.

Delegate. Pace tasks

Be in the moment

Appreciate fully the time you have. Focus attention fully on tasks as you do them, noticing them more. It can bring greater calm and pleasure to them.¹⁶



Organising study

Time management and organising are linked together and they are really well connected with each other on our tasks. If you know how to organize your objectives in order ;you will definitely manage your time spent on each task but as N.Salzgeber(2018) has written “Discipline yourself to do nothing else until this one job is done.”

From this course I have learned to organize my to do list from the most important to the least one and from the most time needed to the easier and faster one. I also learned to used diaries and notebooks.

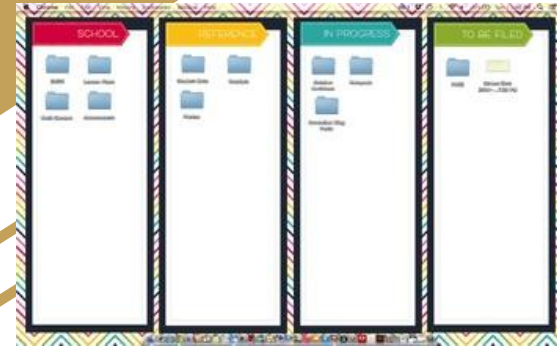


Organising study



We all may say that we are quite organised ;we have our own list and our own way of approaching things but as I have discovered ;you must know yourself pretty good in order to know how well you will manage a task and what approach you will use .

Using notebooks , sticky notes, diaries or computer organizer are great ways of making your workload easier simpler and manageable.



Academic Writing

When I first started this course, I have thought that my way of writing is the good one , but I have been proved wrong. I have discovered that academic writing is different and more difficult to approach some of the words , definitions or frases .When doing Academic writing you can paraphrase, summarise or use referencing. This type of writing it used more but businesses , Schools, companies etc.

There are four main forms of academic writing .





Academic writing

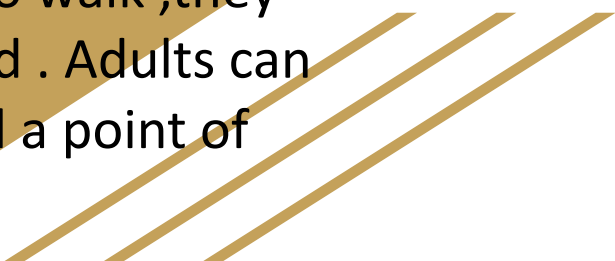
Four main forms of academic writing

1. Descriptive it is the simplest way and its purpose is always to provide facts or informations.
 2. Analytical ;most academic writing it is analytical and also includes descriptive writing and you also can reorganise the facts and information which you describe.
 3. Persuasive writing has all of the features of analytical writing .
 4. Critical writing is common for research, post graduate and advanced undergraduate writing.
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In my future job this three skills will help a lot because knowing how to managed my time, organize my tasks and write my reports in the correct way will definitely make me feel more confident and I will know how to manage my objectives.

Quoting from (Cotrell ,2019)” Small children treat life and learning as a big adventure.They are curious and learn extraordinary amounts without trying particularly hard-simply through being relaxed,observing,playing,questioning,trying things out for themselves, making mistakes, wanting to understand.They don't treat setbacks as failures nor do they worry about what others think or tell themselves they might not be able to learn. If they fall when learning to walk ,they have another go,and another, until they succeed . Adults can learn this way too-if they allow themselves.Find a point of attraction.”





Reference list

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