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Academic And Employability Skills

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# Overview

➤ Time

management

➤ Academic writing

➤ Cv writing

# Strengths and weaknesses

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## **Strengths :**

- Summarising
- Time management

## **Weaknesses:**

- Paraphrasing
  - Reflecting
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# What is time management?

- It's the way you divide time across activities
- Its how long a task will take you to finish
- In other words, it's the way you manage your time

# The benefits of having good time management skill

- Makes your day run more smoothly
- Reduces stress
- Avoids missing deadlines
- Increases productivity level

## A disadvantage:

- Concentrating too much on time can lead to not enjoying the task/activity

# What is academic writing and why is it useful?

- It's a type of writing that communicates ideas and information's
- It should have a clear structure
- The writer should have a clear understanding of the what is being written about
- It should be supported by evidence
- It should be easy to read and understand

# What is Cv writing and how is it useful?

- Cv stands for *curriculum vitae*
- It's a record of yourself
- It's needed to apply for a job or for universities ( or any education institution )
- It gives the other person that is interviewing you an understanding of yourself and how you are
- It should be formal

# References

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- J. Smith, (2021) *How to write a Cv* (Online)

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THANK YOU!