

Academic and Employability Skills

BMSK4001

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OVERVIEW

- ▶ SWOT analysis
- ▶ Time management
- ▶ Academic writing
- ▶ Referencing
- ▶ CV writing
- ▶ Personal development plan
- ▶ Conclusion
- ▶ References



SWOT ANALYSIS

➤ **Strengths**

- ▶ Time management
- ▶ Academic Writing
- ▶ Self Determination

➤ **Weaknesses**

- ▶ Referencing
- ▶ CV Writing

Time Management skills

“Time management is the ability to use one's time effectively or productively, this skill is good for anyone either at workplace or at university, especially at work it is the key to efficient working.”(According to Craig, 2018)

This has been useful for me as I have learned to:

- ▶ To manage time properly
- ▶ To be more organised
- ▶ Improved punctuality

Craig, J. (2018) “Time management ” – Online available from URL
<http://timemanagementninja.com/2011/01/the-danger-of-your-weakness/>

(Accessed on 5 April 2021)

Academic Writing

Academic writing is the formal writing style used in colleges and universities. It's what students are expected to produce for their classes

This skills is one of the most important task at University in order to be successful.

- ▶ Good writing makes a good student.
- ▶ Improve your grammar and punctuation.

University of Leeds, n.d." Academic writing " - Available online at URL
https://library.leeds.ac.uk/info/14011/writing/106/academic_writing

(accessed on 05 April 2021)

Self - Determination

Self-determination is a combination of attitudes and abilities that lead people to set goals for themselves, and to take the initiative to reach these goals.

- At University, this skills is very important as we need to:
 - ▶ Set goals and manage to archive them
 - ▶ Make good choices to reach my goals
- ▶ Source available online UTR: <https://www.pacer.org/transition/learning-center/independent-community-living/self-determination.asp> (Accessed on the 5 April 2021)

Referencing

“Referencing means acknowledging your source, If you use someone else's work, you must acknowledge your original source or sources”

This has been useful for me as I did not know how to reference a source properly.

This is useful for students at University because your arguments will be clearly supported by evidence.

- ▶ Convincing to the reader
- ▶ Quotation

University of Kent, (2012) “what is referencing”. Available online at URL

<https://www.kent.ac.uk/ai/students/whatisreferencing.html>

(accessed on 07 April 2021)

CV writing

A Curriculum Vitale is a document that job applicants use to display their skills, academic and professional accomplishments.

- ▶ Learning about CV writing has been useful to me as I have realized that I must change many things in my personal CV .
- ▶ Knowing how to write a CV is useful for all students that want to get a good job after finishing your studies.

CFI, n.d, “Curriculum-vitae” Available at URL
<https://corporatefinanceinstitute.com/resources/careers/resume/curriculum-vitae/> (Accessed on 09 April 2021)

Personal development Plan

In order to improve my weaknesses, I will reflect on the topics I have learned until now with this module “Academic and employability skills”, which was very useful to me. I will use this experience to improve my personal CV also to improve my referencing. I will practice more by doing the exercises we have done in class with Anita.

“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.” by Anatole France, 1921

Conclusion

I have learned how to improve my personal SWAT analysis by paying attention to Anita's teaching, It was very interesting as we have done activities in class to make us improve our weaknesses such as using a plan to improve our time management and academic writhing.

Indeed, I have improved my time management skills I will still have to work on my CV writing and practice more referencing and citing links .

Referencing

Your Dictionary, n.d. “Academic writing” Available at URL
<https://grammar.yourdictionary.com/word-definitions/definition-of-academic-writing.html> (Accessed on 09 April 2021)

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<https://owll.massey.ac.nz/referencing/quoting.php> (Accessed on 09 April 2021)

Martin H, (2002) “Personal Development plan ” Available at URL
<https://www.professionalacademy.com/blogs-and-advice/-advice-on-creating-an-effective-personal-development-plan--free-template-> (Accessed on 09 April 2021)



**Thank you
for listening
to my presentation
ANY
QUESTIONS ?**