



Prifysgol Cymru
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University of Wales
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Academic And Employability Skills

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1. Time management / Organising study

Time management is a fundamental skill that needs to be mastered in order to make the most out of your learning time. We students have a lot on our plate most of the time at college whether it's assignments, coping with life factors such as work and children or just not having enough time. This can cause a student to be late to assignments, stressed, and not at their best. This skill has been extremely useful to me as it has helped me make the most of my study time whilst also being a working single mom and also a student. A very good way to put this skill into practice is to set up a system for you to adhere to such as; a rough schedule where you list all your assignments, class activities. This system should also be prioritizing urgent tasks eg tasks that need to be submitted sooner, tasks that require more time to complete or tasks that make up a big percentage of your grade. This way you will have a very clear picture of what you need to focus on first.

- Managing your deadlines.
- Avoid procrastination and time wasting.
- Create different work strategies to use time more efficiently.

Class activities for example are important but not necessarily urgent therefore if you run out of time, a class activity could be skipped entirely so that a more urgent assignment that counts for more than 50% of your grade is completed on time and to the best of your ability. This skill will be useful not just inside the classroom but also in a future career. Being organised in a work environment is indispensable to achieve a better and more productive workflow.

2. Summarising

Summarising means rewriting something in your own words and making it shorter than what it was originally. To do this you will usually have to find the key points in a text to then write a shortened version of it. This helps older pupils increase their comprehension levels and overall understanding of what is being said in the text. The purpose of summarising is to allow the pupil to digest the information in an easier and efficient way. By turning large complex texts of information into a simpler structure so that they are able to understand the basics of them without reading all of it. Some of the various different techniques used when summarising information are; mind maps, bullet points, storytelling and writing frames.

When summarising you will look for key information, list them and write brief notes under it. Summarising is quite different from paraphrasing. A paraphrase will usually be the same length as the original text, a summary will be a much shorter, straight to the point version of the original text. This skill is key when having long lectures, large texts full of information, etc. It is much easier to absorb this in a summarised form which cuts to the main points that will be analysed.

A good summary will;

- Always Identify the writers of the original text.
- List the writer's key points.
- Display the information in a neutral form.

It is very important when summarising that you don't copy the exact wording of the original text, to avoid the risk of committing plagiarism.

3. Paraphrasing

Paraphrasing is the skill that is based upon formulating someone else's ideas in your own words, this can be done by starting your first sentence on a different point than the original source while still maintaining the same meaning of the phrase. To paraphrase you must rewrite a sentence or text in different words but keeping the meaning intact.

- Paraphrasing means that you thoroughly understand the meaning of the text
- Your voice should keep a dominant place throughout the whole paper
- The paraphrase is much different from the original phrase.

Paraphrasing is much different to quoting, where the exact words of the writer are out in quotation marks, and it is usually better. As it shows that you have understood the text and in the ends helps make your work much more original. It is very important when you do paraphrase a sentence it is very important that you cite the source. It is also important that you make sure that the phrase is not too similar to the original source otherwise you could risk committing plagiarism. This skill is also fundamental in an academic environment as it will allow you to use sources more efficiently in your own reports, assignments, etc.

4. CV writing

CV writing is a fundamental skill in both an academic and employability scenario. A CV is short for the Latin curriculum vitae, which actually means “course of life”. It is a document that states your best qualities relating to a job role, a CV is always submitted when applying for a job, whether it is for your first entry-level job to any higher positions. A CV shows your work history as well as your professional history, studies and skills. More sections to the CV are added tailored to the job that you are applying for. You should keep your CV simply, concise and easy to read.

There are many steps and sections that you will do when creating a CV all depending on the job role you are applying for, here are the main steps:

- Make sure that you include your contact information as employers will need this to further discuss the next steps of your application.
- Academic history should be detailed.
- Make sure you list your professional experience.
- Make sure you include relevant skills and qualifications tailored to the job role you are applying to.
- List any achievements or awards that you might have.
- You should also add hobbies and interests that are relevant to the job role.
- Review the whole thing and edit accordingly.

This is a very important skill to master as it will dramatically increase your chances of being hired by an employer. Having a good CV is essential for any full time or part time jobs.

Conclusion

In conclusion, this assignment has analysed a few of the topics covered during the term. It has also argued the importance of these topics. Time management, paraphrasing and summarising are fundamental skills used in an academic environment that will allow you to make the most of your study time. CV writing skills are used in the employability sector and are also fundamental when looking for a job. These skills should be practised and used regularly when writing assignments, reports, CVs, etc.

Resources

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

[Paraphrase](#)

<https://www.twinkl.co.uk/teaching-wiki/summarising>