

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

Educational qualification cannot nourish an individual with every skill that he/she will need in the future career. Numerous skills are important in order to be successful in career. Proper quality and attitude is one of the prime requirements for working in a workplace as an employee, academic and employability skills help in developing the mentioned two skills. In today's world, labor market has become very competitive. Thus, the company's look for employees who can perform multiple tasks in order to achieve the goals set by an organisation. UK labor market is eventually very competitive so to pursue a future career in the nation one will need to enhance his/her quality and attitude, which can be enhanced by the employability and academic skills. The former skill along with persona skill will be helpful during collaboration with colleagues and participants of the workplace furthermore in developing the work quality. This study will illustrate the importance of employability and academic skills along with the skill gaps.

This study will help in analyzing the issues related to the business development process. With the help of proper management techniques, the aspects of academic and employability skills are discussed along with remedies on how to improve them. This module study helps in further recognizing the skill gaps. This study also illustrates how the development process can be managed properly.

Employability skills

One of the prime skills that should be taken into consideration while developing skills for working in a workforce. It is observed that this skill is related directly to the business development process. The prime features that are needed by an organisation from their employees can be developed with the implementation of this skill. This process is very important and should be considered in order to work efficiently and effectively in the modern market line (Collet *et al.*, 2015). There are two different factors that are associated with these business development skills, which are explained below:

- **Communication skills**

The factor that elevates an employee in the current competitive business market is his communication skills. Communication skills should be a prime consideration while developing business skills. The issues attached with business process development can easily be analyzed logically if an employee is developed in this specific skill. Communication skills will help me being effective with management skills, which will improve my skills in connecting with the workforce of the organisation (Doyle, 2017). Academic life, as in the life of an employee also has many people connected together associated in the same grounds in the same time. This skill will make sure that my abilities to connect with the people I will be associated with, during my academic life is proper.

Various factors are associated with academic skills as in talking, listening, ability to analyze body language in order to understand the other members in order to improve the academic career and business development process and to work properly and maintain harmony in the workforce. I should be able to communicate with the members working with me irrespective of their position in the workforce. Developing this skill and being able to implement it properly will help me in developing an approach strategy that will improve the total output of the organisation. My ability to communicate well will help me in dissolving any type of dispute that may rise. Proper communication skills will provide me with the ability in understanding the insights furthermore will increase my value in

the organisation. This will enhance me with various insights that will help me in my future life.

- **Time management skills**

The best way to achieve a scheduled life is to learn and develop time management skills. This skill helps in building a proper routine through which making the best use of the allocated time will be possible. Time management skill is a unique skill that helps an individual in finishing the allocated task within a limited time span. Development of this skill will have a huge impact on the business development process. This skill will help one in utilizing the resources within the limited time to implement a proper impact on the business development process. The definition of time management skills can be the ability to finish a given project within the allocated time (Rothaermel, 2017). This skill also looks after the fact that the organisation, which behind providing the services meets the aims and objectives that it, has set within the time allocated time span. Development of this skill within the employee base will enhance the efficiency of the workforce along with increasing the brand management of the organisation. Time management skills help in analyzing the factors required for organisational development.

My recent association with an organisation has shed light on this fact that I have a positive attitude. The positivism of mine has helped me in cooperating with the team members resulting in a better output by the organisation. My desire and will to learn more has enriched me with knowledge on various topics that were unknown to me. However, my positive attitude was although very impressive however, I still lag with time management skills. My ability to finish any given task within the allocated time is still drawback for my effort input into the team. While studying in the university I have suffered due to a drawback I have been unable to finish my tasks while working in-group projects for which my whole team have had to suffer (Kirillov *et al.*, 2015).

Academic skills

This is one of the prime skills that a student should have the organisations require their employees to have this skilled developed in them in order to construct logical statements and be able to evaluate the factors associated with the business management (York *et al.*, 2015). Steps

taken in order to gain the best outcomes from the processes associated with learning can be termed as the academic skills. The effectiveness of a learner and his ability to become an efficient learner can be said is associated with this skill development process. As per the modern globalization various factors have changed, thus to gain success in this skill a learner will have to make some modifications. In the study below I will illustrate certain factors to make sure that few skills associated with this segment has been developed in me.

- **Academic writing**

The ability of analyzing the issues that one can face during the learner phase can be developed by improving academic writing skills (Wischgoll, 2016). This process of writing varies from any other writing strategies and is very crucial for the students as well as the ones those who are new in this field. Academic is quite different from any other writing strategy and in the beginning of my academic writing career I have faced various issues. Gibbs reflective model have helped me in understanding the portions that I lag in this ground (Al-Jubouri and Al-Jubouri, 2019). On many occasions through my writing strategy, I have managed to impress the prime people who judge writings. Furthermore, to know about my skills I have evaluated my so far results and have acquired that my skills in this ground needs improvement to cope up with the demands in this ground. I have evaluated that I am capable of managing issues well. Whereas by implementing Kolb's learning cycle I can state that experience and the ability of conceiving has helped me achieve excellence in this field (Schultz *et al.*, 2016).

Paraphrasing

The ability to make a proper statement out of the designated source with a proper meaning is what paraphrasing is. This process does not require an analysis of the provided source but asks an individual to understand the source and write it down with different words (Mallinson *et al.*, 2017). Paraphrasing is a beneficial academic skill both for educational and professional life of an individual. This skill has often helped in developing skills that are related to sense making. In order to benefit from this process while I was learning how to paraphrase I have been able to modify certain skills of mine however I can easily say that there are still some grounds left for me to improve. By the implementation of the Gibbs Reflective model, I have found out that the lining up method

of mine associated with this process needs development (Okamoto *et al.*, 2017). Through the evaluation and analysis process, I have further found out that I am incapable of forming proper statements from the provided source (Na *et al.*, 2017). In order to improve my skills I have evaluated various steps however I still have to work on them implement them properly. Through Kolb's reflective cycle, I can state that I have been able to do proper justification to the issues that were provided to me with the help of reflective cycle whereas my ability to of implementing logic into the issues has developed with the help of active experimentation process (Botelho *et al.*, 2016). Paraphrasing has various benefits and I think I need to modify methods in order to achieve zenith excellence in this ground.

- **Summarizing**

The process of listing the whole detailing that is provided in a study or any document, briefly with proper meaning is known as summarizing. A proper process asks for a management, which processes efficiently along with the proper processing of the service providers. Summarizing is a method that provides the students with a quick insight of what is provided within a research paper (Cahyono, and Kusumaningrum, 2015). This method is best used when one is in a hurry and has to read something on the way as in for an exam a meeting or an interview. Summaries help an individual in understanding the whole study or research within a very limited time span. The main key points in the story are highlighted through criteria of academic skills. With the application of Gibbs reflective model, I have deduced to a point that I need to participate in issue discussions, which are associated with situational management skills. Whereas Kolb's reflective model has helped me in understanding my ability of better understanding which has developed due to my experience in academic grounds.

Skill gaps and which skill is needed to be improved by me

My recent association with an organisation where I was associated with teamwork projects has helped me in improving both my interpersonal and communication skills. Developing the skill of communicating has further developed my personality in both on and off work field. Conflict is a very common existential issue amongst the human culture; it is very basic to have disputes and conflicts while working in teams. Conflicts worsen the work environment thus to have conflict resolution skills will help an individual in improving his/her team productivity. Thus, it becomes very important to have communication skills in order to be able to dissolve conflicts. My inability to resolve conflicts have made me suffer during my college projects and while my association with the organisational workforce.

Anyone who has good time management skills will be able to produce more work better in both quality and quantity efficiently. This specific skill prepares one to complete their work in the given time. However, I have realized that I lag in time management skills. I have always prioritized paying undisturbed attention to the details of any word, which has delayed my work by extending the time limit of finishing the task. Time management skills are of major importance in developing an organisation. An efficient skill of time management within the workforce of an organisation can effectively increase its productivity.

The other skill of mine that I think needs development is the skill of paraphrasing. According to me, the best way to improve this skill is to keep practicing and keeping a constant check on plagiarism. Obtaining a career of teaching will be benefited if this skill is improved.

Conclusion

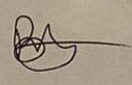
The study illustrated above indicates that the academic and employability skills can be improved. The different factors associated with the two mentioned skills will help in developing them by focusing and practicing on the specific grounds. Various model implementations has melted down to the points that I need to focus on in order to be successful in my far future. This study has highlighted to me the grounds of skills where I excel at and where I lag. This knowledge will help me in sketching ideas to develop my weak skill grounds. The company's depend on rational approaches that are taken by the employees to resolve issues and meet company objectives. This study intensifies the grounds that will help in meeting the organisational needs. By analyzing, my skills have melted down to a point that my communication and paraphrasing skills need development.

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Appendix



MIHAELA BUJOR – STUDENT ID 1815906

Academic Vocabulary

Academic Vocabulary is defined as words that are traditionally used in academic dialogue and text. ... Students need to understand the teacher's explanations, discuss what they are learning, read academic texts, and write about their learning.



Sample of Academic Vocabulary:

1. analysis
abstract separation of a whole into its constituent parts
2. approach
move towards
3. area
the extent of a two-dimensional surface within a boundary
4. assessment
the act of judging a person or situation or event
5. assume
take to be the case or to be true
6. authority
the power or right to give orders or make decisions
7. available
obtainable or accessible and ready for use or service
8. benefit
something that aids or promotes well-being

9. concept

an abstract or general idea inferred from specific instances

10. consistent

the same throughout in structure or composition

11. constitutional

existing as an essential characteristic

12. context

the set of facts or circumstances that surround a situation

13. contract

a binding agreement that is enforceable by law

14. create

bring into existence

15. data

a collection of facts from which conclusions may be drawn

16. definition

a concise explanation of the meaning of a word or phrase

17. derived

formed or developed from something else; not original

18. distribution

the act of spreading or apportioning

19. economic

of or relating to production and management of wealth

20. environment

the totality of surrounding conditions

[Hiring manager's name] _____
[Hiring manager's company name] _____
[Company address] Central London
[Today's Date] 29/10/2019

[Your Name] Michaela Byer
[Address] 123 Brick Lane
(for this exercise please leave blank)

Dear Mr/Mrs/Miss/Ms Mr

I wish to apply for the role of Office Manager currently being advertised on Email.
Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 1 year [time period] experience in the Supervisor industry, and I believe I am good to work with people, because I'm confident and I have good communication during this time make me the right/perfect candidate for the role.

In my current role as a Supervisor at Stadium Tottenham have been responsible for training people to have responsibility with all staff.

[Now write about what you learnt during this experience – relevant to the role you are applying for]

in the computer, also monthly budget, review profit and loss statements.

All of this, coupled with my enthusiasm and dedication, [insert skills relevant to the role], Operations Management, project Management, Staff recruitment/training. has helped _____. I am confident that I can bring this level of success with me to your organisation and help with my skills.

_____. With my previous experience and expertise, I believe my contribution will have _____.

Thank you for _____. I look forward to _____.

Yours sincerely/Yours faithfully,

[Your Name] Michaela Byer

[Signature - if desired] 



In-class exercise 1: Cover letter writing

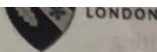
Student Name: _____
Student ID: _____
Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be marked.

[The main body of the form, consisting of approximately 20 horizontal lines for writing, is crossed out with a large 'X' made of two diagonal lines.]

Lecturer's comments: The start is not so good but it later improves.
The point is to make a strong statement at the beginning,
you could have related more to the ad.

Lecturer's signature: _____

Date: 15.11.2019

Student Name: Mihaela BujorStudent ID: 1815906

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] Mihaela Bujor
1 Any Street, Anytown

[Hiring manager's name] ?[Hiring manager's company name] Jones Investment Ltd.[Today's Date] 5/11/2019Dear Mr. ?

I wish to apply for the role of Administrator in you company.

Currently I ~~work~~^{was} in another company ~~with~~^{years} my strong administration skills. I feel that I have chosen a good career choice. So why are you looking for a job?

I work well to tight deadlines and feel that I have excellent time management skills.

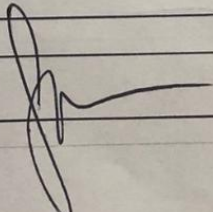
I have excellent typing skills, can communicate effectively with all levels of personnel and I'm confident in my work and self motivated. I have some basic skills in IT and can build computers and deal with some support problems such as setting up a computer for a new starter, email, etc.

I have a technical mind as well as a very a very organized mind and I like to ensure that I complete my work on time and efficiently in order to provide the right support to my team.

Thank you for your time.

Your sincerely,

Mihaela Bujor

Lecturer's signature: Date: 05/11/2019