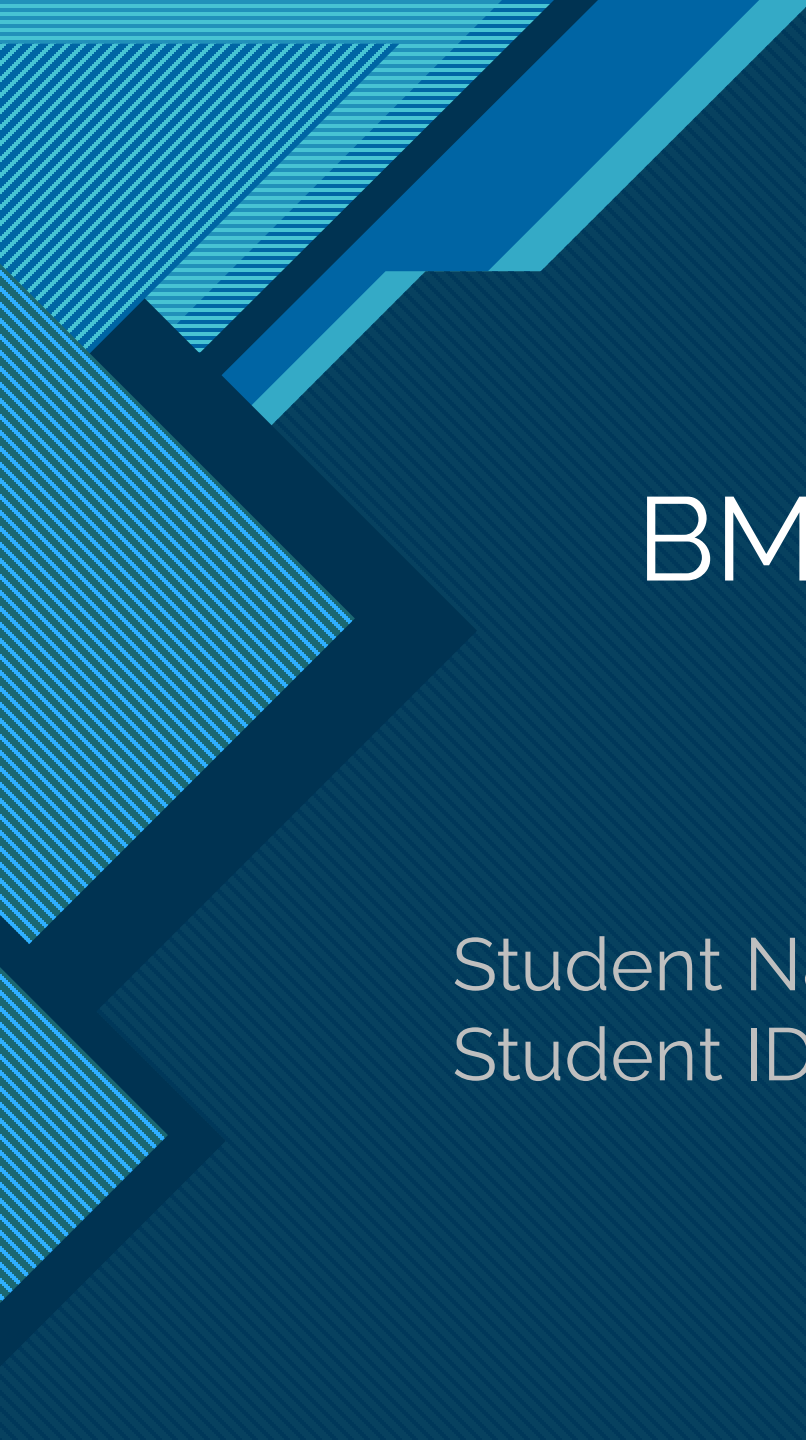




BMSW/4001 Academic and Employability Skills

Student Name: Ramona Vaman
Student ID: 2030332

Academic and Employability Skills

Academic and employability skills are involved with developing an expertise, knowledge base or personal trait that makes us more competent in academic performance and attractive to employers as well (Hudson, 2017).



I have the aim to become a sales executive of an established company and in this presentation I will show the skills I have learned or working on so far.



Academic writing

Academic texts are written in a clear and formal structure and the writings are backed by evidence (Philpot et al., 2013).

How this skill has improving my formal writing:

- ✓ Demonstrating my understanding of the subject
- ✓ Logical, relevant and coherent writing
- ✓ Proving supporting opinions/arguments
- ✓ Using appropriate vocabulary and tone
- ✓ Citing/referencing accurately.



Writing skills: paraphrasing and summarising

How paraphrasing and summarising skill will help me in my academic papers and impact my employability:

- ✓ Describing scholar opinions in my own words
- ✓ Paraphrasing helps to avoid long quotations
- ✓ Finding key points in a topic of discussion
- ✓ Summarising skill will help to make conclusions out of a sales report or market research



Communication skill

Communication skill is defined as the ability to send useful information which is properly received by the target audience within a permissible time (Hager and Holland, 2013).

Certain communication skills to match with my goal of becoming a sales executive:

- ✓ Confidence in speaking
- ✓ Volume and clarity
- ✓ Respecting opinions
- ✓ Quick in response
- ✓ Sharing feedback



Time management skill

This skill allows me to organise my goals and rank them in an order based on my priorities. I use a time management app called Scoro to keep track of my goals in a visual manner.

Perks of effective time management:

- ✓ High productivity
- ✓ Avoiding procrastination
- ✓ Increased focus
- ✓ Good work-life balance



Leadrrship skill

It is an attribute by which a person can direct, guide and influence the work and behaviour of others towards achieving a specific goal (Eacott, 2011).

Leadership skill is important because he/she:

- ✓ Initiates the actions
- ✓ Motivates the subordinates
- ✓ Provides support and guidance
- ✓ Creates a suitable environment
- ✓ Matches personal and team goal



Reflective writing

The purpose of reflective writing is to describe, analyse and evaluate undergone experiences to develop new insights (Rouse, 2012).

Reflective writing will help me to:

- ✓ Analyse the experience of a task or situation
- ✓ Critiquing own actions or experiences
- ✓ Build a habit of personal journal keeping
- ✓ Critical thinking and forming conclusions



Reference

Camps, J. and Rodríguez, H., 2011. Transformational leadership, learning, and employability. *Personnel Review*, 40(4), pp.423-442.

Eacott, S., 2011. Leadership strategies: re-conceptualising strategy for educational leadership. *School Leadership & Management*, 31(1), pp.35-46.

Hager, P. and Holland, S., 2013. *Graduate Attributes, Learning and Employability*. Dordrecht: Springer.

Hudson, R., 2017. Skill Development through Higher Education. *International Journal of Science and Research (IJSR)*, 6(7), pp.710-713.

Philpot, S., Curnick, L., Soars, L. and Soars, J., 2013. *Academic skills*. Oxford: Oxford University Press.

Powers, T., Jennings, J. and DeCarlo, T., 2014. An assessment of needed sales management skills. *Journal of Personal Selling & Sales Management*, 34(3), pp.206-222.

Rouse, K., 2012. *Personal development*. South Melbourne, Vic.: Oxford University Press.

Williams, K. and Reid, M., 2011. *Time management*. New York, NY: Palgrave Macmillan.



Thank You