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Assignment 2

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² 1. Introduction

This report will analyze the importance of academic skills that we have to have. All of the academic skills are strategies that help you to become a better student and a better person. These skills can prepare you for your future career, help you to stay focused and motivate. Also the new skills that you will learn, will open new ways of thinking and taking decisions, for you. However without academic skills the successful work process is impossible, because developing all of these new skill can make you more motivated and you will be able to think critically so you will easy achieve new goals.

⁸ 2. Analytical and critical thinking.

Critical Analytical thinking is essentially the language of structure. It adds structure and transparency to the analysis and formulation of strategy and helps executives make decisions in a collaborative, logical and fact-driven fashion (Doyle A, 2022). Critical thinking refers to the ability to analyze information objectively and make a reasoned judgment. It involves the evaluation of sources, such as data, facts, observable phenomena, and research findings (Florida R, 2002). Some people assume that analytical thinking and critical thinking are one the same. However, that is incorrect. Although there is are similarities, there are distinct differences between the two (Succi S, 2020). Analytical thinking is the mental process of breaking down complex information or comprehensive data into fundamental parts or basic principles. Critical thinking is the mental process of carefully evaluating information and determining how to interpret it in order to make sound judgment (Hoffman B, 2023).

¹ EXAMPLES OF ANALYTICAL THINKING:

The circumstances that demand critical thinking vary from industry to industry (Thaneerananon T, 2016). Some examples include:

- A triage nurse analyzes the cases at hand and decides the order by which the patients should be treated.
- A plumber evaluates the materials that would best suit a particular job.
- An attorney reviews evidence and devises a strategy to win a case or to decide whether to settle out of court.
- A manager analyzes customer feedback forms and uses this information to develop a customer service training session for employees.

ANALYTICAL SKILLS IN WRITING:

Writing is a skills and can only be improved if practised. Therefore, writing an answer, or critical analysis, or evaluation of a paper requires practice and a daily drill. Once you master writing skill, you would then be able to produce good contents. As far as methods are concerned for writing critical and analytical writing, one must focus on the given content. Evaluate it first. Ask yourself what should be added further. The writer supported which theory. For Example, if you are reading an article regarding international conflict, the writer might be a liberal. Therefore he will be writing on specific topics that can de-escalate the tension. Here your task is to identify which measure could avoid serious tension.

Likewise, read the article thoroughly. Once you go through the contents, start highlighting the the important key words the writer has used to discuss the issue. Then, write down those points on separate sheet. Organize them and convert those contents into a paragraph. For the first time it would seem irrelevant but with the passage of time, it will get better.

1 ANALYTICAL AND CRITICAL THINKING USED IN INTERVIEW:

Some interviewers will give you a hypothetical scenario or problem, and ask you to use critical thinking skills to solve it. In this case, explain your thought process thoroughly to the interviewer. He or she is typically more focused on how you arrive at your solution rather than the solution itself. The interviewer wants to see you analyze and evaluate (key parts of critical thinking) the given scenario or problem.

Of course, each job will require different skills and experiences, so make sure you read the job description carefully and focus on the skills listed by the employer (Elder L, 2019).

ANALYSIS:

Part of critical thinking is the ability to carefully examine something, whether it is a problem, a set of data, or a text. People with analytical skills can examine information, understand what it means, and properly explain to others the implications of that information (Crockett L, 2011).

There is some 2 examples of it:

- Asking Thoughtful Questions
- Data Analysis
- Research
- Interpretation
- Judgment
- Questioning Evidence
- Recognizing Patterns
- Skepticism

KEY APPROACHES OF ANALYTICAL OR CRITICAL THINKING:

1 One of the most useful approaches of analytical or critical thinking appears in communication. Often, you will need to share your conclusions with your employers or with a group of colleagues. You need to be able to communicate with others to share your ideas effectively. You might also need to engage in critical thinking in a group. In this case, you will need to work with others and communicate effectively to figure out solutions to complex problems. (Elder L, 2020). The other might be creativity. Critical thinking often involves creativity and innovation. You might need to spot patterns in the information you are looking at or come up with a solution that no one else has thought of before. All of this involves a creative eye that can take a different approach from all other approaches (Bloom B, 1956). Open-mindedness is also essential. To think critically, you need to be able to put aside any assumptions or judgments and merely analyze the information you receive. You 1 need to be objective, evaluating ideas without bias (Bloom B, 1956). And ultimately Problem-solving is another critical thinking skill that involves analyzing a problem, generating and implementing a solution, and assessing the success of the plan. Employers

don't simply want employees who can think about information critically. They also need to be able to come up with practical solutions (Bloom B, 1956).

5 CONCLUSION:

Analytical thinking is the act of breaking down complex pieces of information into smaller and more understandable components or principles. It involves systematically dismantling data to decipher facts that can be used to build upon information or provide an evidence-based conclusion. Critical thinking means carefully weighing information or views and interpreting them to make sound independent judgments.

3. Time management.

3.1 Definition of skills

Time management nowadays is really important in business and personal aspect. As a business people, employers or employees we will face the responsibility to organize everything to take it happened to the best way. However this can be challenging if we are not able to manage our time properly. Time management as a skill is to be understand for the success of your career, make everything easy manageable, facing easily deadlines and to control your own time.

3.2 Importance of skill for professional success

During our professional career we will face a lot problems connected with the time management on the daily basis. This skill is absolutely essential for us so we can manage and do the task that are given to us. Time management as a professional success can include in itself understanding your own natural style of time management, being able to carry out a time and task analysis of your current workload, understanding how to prioritize and schedule tasks more effectively and use SMART objectives, recognising how to overcome procrastination and distractions, knowing how to motivate yourself to get tasks done to increase your productivity, knowing how to manage expectations, be more assertive and delegate tasks to others and understanding the benefits of using to-do lists, calendars, projects management tools, time trackers, the 80/20 rule and Pomodoro technique. As long as we manage to learn how to control these things in our professional life we will see the benefits of having a good time managing skill. Good time management as a professional practice can reduce the stress, increase our energy and we will achieve our goals more efficiently. Although we can prioritizing what is important, accomplishing more in less time, reduce procrastination, boost confidence and get further in our career. As an example we can take the daily to-do tasks. Because they are daily they are supposed to be done by the end of the day, so we have to make sure that we will have enough time to do all of them but we also have to prioritize which one is more important to be done first. That is why time management is important for our daily tasks so we can be sure that everything is

organized and well planned. Also these tasks can be done by one person or more people, according to the due time that they have.

3.3 Importance of skills for academic success

As long as time management is important for our professional success is it also important for our academic success. One of the key points for our academic prosperity is the skill to manage properly our study time. While we are students we will face a lot of stress connected with the time that we have for our tasks to be done so the evaluating of how to use your time is necessary. According to Cottrell (2019), as a student only part of your week and year will be formally timetabled, so the rest of the time managing is your responsible. To avoid the whole stress around study, work, family and social life is essential to have this skill. Time management is equal to study success and you will be able to have the choice. The success that you will have is a combination of two factors that you will have. How much and how well you use the time that you have. More effective time that you spent for your study, more effective, confident and prepare you will be. If you decide and manage to spend your time effectively studying you will have the choice to spend the saved time for something that can help to improve yourself or just to relax. While the choice how to use it depends only on you, how much time to use very often is influenced by external factors. That is why so many experts recommend using different tools, for managing, to help us. Also a lot of people find out that using blocks and breaks is helpful for effectively time managing. Giving yourself 5 minutes break sometimes can be very helpful and it will increase your productivity. Balancing between your life and study is not easy and other need can distract you, however managing your time will give some balance and will be more easy to manage your priorities.

4. Teamwork.

4.1 Definition of skills

Teamwork is when group of people work together to successfully complete a task. Depending of their knowledge and motivation is relying the whole work. Teamwork is a crucial skill in many work places and is something often tested at interviews by hiring managers. The attitudes of the team members are also important, as a team is more effective when the individuals are able to work closely with others and be respectful of everyone else's views. The group of individuals is supposed to work together within the company's rules to achieving goals.

4.2 Importance of skill for professional success

The importance of teamwork as your professional success is crucial. Being able to work in a successful team is a combination of very necessary skills that you have to have. Working in a team very often is more productive than working as an individual. Good example of teamwork is that during the working process that many people are involved is more likely something new and innovative to be created. Sharing more ideas is essential because the team will be able to use and see different perspectives of the main idea. Also working with others can give you more confidence and motivation. Being confident is one of the key signs of effective teamwork, because when you are in a team is more easy to express your ideas and you will always have your team's support and opinion. The quality of the work also can be increased by teamworking. Sometimes the pressure of the work is a lot for an individual but when the work is divided in the team the employees will be more confident and calm because they always know that there is someone who can help them. The happiness is also one of the benefits in the teamwork. When the employees are happy, they are typically more productive. Because of the team work they feel that their work has value. They are feeling that their work contribute to the main goal and feel that they have something special to offer the business. To be part in a successful team can also help you to grow, be more productive, be unified and boost your confidence. Due to the tasks that need to be done and the experience to work with people, who has the right knowledge of the job, can help to the employee to grow up in the career. Also the team members can provide a lot of support to each other, because they understand the specification and the stress of completing the work.

4.3 Importance of skills for academic success

The teamwork as an academic success is essential because a lot of the tasks are connected to collaboration with the other standards. There are numerous reasons for the positivity impact of teamwork as a strongly included in the students life skill. During the study process you will face a lot of group work and tasks. As the difference between the people we have to make sure that the atmosphere is supportive and not judgement. It is also important all of the members to be equally involved so everyone can feel that they can contribute for the whole success. Enabling good discussion is one of the keys for good teamwork. According to your academic success the communication and sharing of ideas can also help you growing your own success. It is essential for the academic group work to have a leader. This is a person in the team, who will coordinate the whole communication and workflow. That is why the good atmosphere in the team is very important. Everyone of the team need to be listened and respected. The share work in a team is always ways much easier than the individual work, but the team leader has the responsibility to make it happened. The benefits of working in a team are endless. One of them is the critical thinking of the members. Sharing and creating new ideas with your team is the easiest way to create something innovative. Teamwork as an academic success may

help you to be more responsible about your work, because not just you but more people rely on the success of the work. For example very often there is a deadline ,when the work should be done .It does not matter if you are ready or not ,the other members of the team will push you and give you the motivation to complete the job.

5.Conclusion

As a conclusion all of the academic skills are important for your study and your future career. They can help you to stay motivate and focused on your future. While improving these skills ,you also improve yourself as a person. Nowadays, these skills are highly sought after and valued ,so it is imperative that every person pays attention on them. Analytical and critical thinking, time management and teamwork are just a small part of everything that academic skills include. However they are very important by themselves, because without them you can easily lost yourself in the fast-growing business world.

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