

Cristina Niculina Ilie
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BMSW4001

Academic And Employability Skills

Module Leader: Sylvia Hoffmann

ASSIGNMENT TITLE: ACE PRACTICAL PORTFOLIO



PRESENTATION OUTLINE

- Introduction to the academic and employability skills
- Reflection on Time management
- Paraphrasing
- Public speaking and giving presentations
- Personal Development Plan
- SWOT Analysis
- Conclusion
- References



Time management

Can be defined as the strategy of planning out one's available time and controlling the total time one spend on particular activities to work more effectively (Wilson, Joiner and Abbasi, 2021).

Students can manage their time by planning ahead, avoid multitasking, blocking out distractions, and creating a balance life.



Paraphrasing

Paraphrasing stands for expressing ideas or any information from other sources in your own words in the same sum of text as the source text (Lewis et al., 2020).

The use of paraphrasing facilitates essential literacy skills as it develops note-taking habits in students, expands vocabulary, and encourages repeated reading habits in students (Lewis et al., 2020).



Public speaking and giving presentations

Presenting involves speaking to a particular target, which is given to a specified audience. The main reason of speech might be to educate, influence, or entertain the listener (Gruber, and Kaplan-Rakovski, 2020).



Personal Development Plan

The process of creating an action plan for personal development within the context of career or education.

What are my big goals?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal?
To run my own business	Next 2 Years	Financially	Complete my studies Get a better job

Analysis



Strength	Weakness	Opportunity	Threat
•I can communicate effectively •I am very creative	•I occasionally rush when I feel stressed •I get nervous presenting in public	•To become a good Lider •To be a successful businesswomen	•I might not be able to secure enough field experience •The competition of the market

Conclusion

The presentation set out to examine the academic and employability skills.

It also gave some information about personal development plan which was then follow up by SWOT analysis.



REFERENCES

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- Gruber, A. and Kaplan-Rakowski, R., 2020. User experience of public speaking practice in virtual reality. In *Cognitive and affective perspectives on immersive technology in education* (pp. 235-249). IGI Global.
- Lewis, M., Ghazvininejad, M., Ghosh, G., Aghajanyan, A., Wang, S. and Zettlemoyer, L., 2020. Pre-training via paraphrasing. *ArXiv preprint arXiv:2006.15020*.
- Wilson, R., Joiner, K. and Abbasi, A., 2021. Improving students' performance with time management skills. *Journal of University Teaching & Learning Practice*, 18(4), p. 16.



Thank you

