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Academic and Employability Skills

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Introduction: Academic and Employability Skills are the skills that can be transferable from one to another or root skills that allows get in work with others very well. Soft skills are the combination skills that include every person's social behave, communication skills, time management, team working. Both employability and academic skills are very necessary for every people in order to get in work. At end of this report I will explain about my own justification and research about academic and employability skills.

What are skills? According to Ryan M. Frischmann, skill is an adjective, an artistry that everyone might have it, or it is a tool guide that someone integrate her/his duties in different ways but mature it professionally with excellent personal design.

Hard skills: According to Julia Kagan (30 JAN 2020) hard skills are the technical skills that we needed for doing jobs and learn them hard skills are teachable like writing, learning computers program, reading etc, or our talent and education through practice to progressive and success. For me to have hard skill is very important it give me chance to improve my ability for better future at workplace, social life and personal life.

Soft skills: According to Maxine Kamin (2013) Soft skills are hard to explained and the meaning of soft skills can be different to each person ethnic, family and their cultures. Soft skills illustrate every person have their own ability and knowledge to approach with problems to go through in different situations. Soft skills are the capacity of being effective and shows our understanding from documents or from a communication.

For me soft skills are very multiple depends on person suitability and soft skills are changeable over the years, and it can entrance to new meaning and abilities. I am very good at teamworking, listening, problem solving and communication.

Communication at workplace: To have an effective communication at workplace, we must know the element function of communication. communication at workplace is a way of transferring information and thoughts between two parties in order to share their ideas and get feedback from each other. Communication is not only speeches, but it wrapped body language, volume of voice, posture and tone of voice as well. Communication at workplace can be our interpersonal ability to defend our work as employee or employers to enhance and encourage others to do something in effective way of possible. It is necessary to be able in the workplace to understand and give instructions.

Time Management: According to Lucy MacDonald (2017), to know both quantity and quality in our life, at workplace and at academic studies, we must have time balance between them. Time management is one the most necessary and important key that help us to reach our destination in any fields. Headache, panic during study, work, cook etc, losing

things, rash during driving these are the signs that we do not know how to manage our times. If we work on how to organise our time, it helps, to be more successful in our current life situation, achieve our prosperity and our goals in future, to organise our time and have a plan to manage it best way is to use a smart app, mobile or laptop or a simple paper planner it help us to have an arranged schedule. During the day I give myself time to manage my work for next day, at least 10 to 15 minutes to write my plan ordered for next day, week, or even next month. For me it is an advantage to have time measurement, it reduced my stress help me to focus more and gain more opportunities to improve my skills in order to have a successful career and social life. Another benefits of time management's to give value to myself to relax, to read books, to do exercise having more time to spend with my family and friends.

Team working: According to Peter Lavin (2005) in the first place, team working is collaboration between two or more those who are working together for particularly an obligation in order to achieve or get public purpose. The benefits and one of the key points of working a team is we can explore more new ideas that once we had issue to solve it. It gives us more opportunities to be more creative and work effectively as a part of a team. Communication and being connect with others from different departments, thoughts and ethnic has huge impacts, to improve our circumstance and will built us more strength for any situation change in future. In additional to be successful a team member of a group. We must have, or improve our skills, have observation, intuition, ability to solve problems, planning action to take when something is not going accurately to plan and having control not to being emotion during a task and also to speak emotionally when it comes to need it. For me working as a team gives me more sense of responsibility as well as learning experience, how to behave with different types of ethnic groups, and I would learn also in the same way to work correspondingly. teamworking is equally important with communication for me in university or college, working as team will help me to recognise my weakness, strengths as well as become more confident in my social life and in my career. I always try to be a good part for every team I have been joined.

Plagiarism: It is necessary to be beware of plagiarism because simply we just stole someone else's work. According to Diane Pecorari (2013) plagiarism a problem for every universities and teachers, and it is the multiplication or explanation of some else's statement, that

another person public or private published or unpublished article is, another used it without his/her permission and without mention the authors names, in their own names.

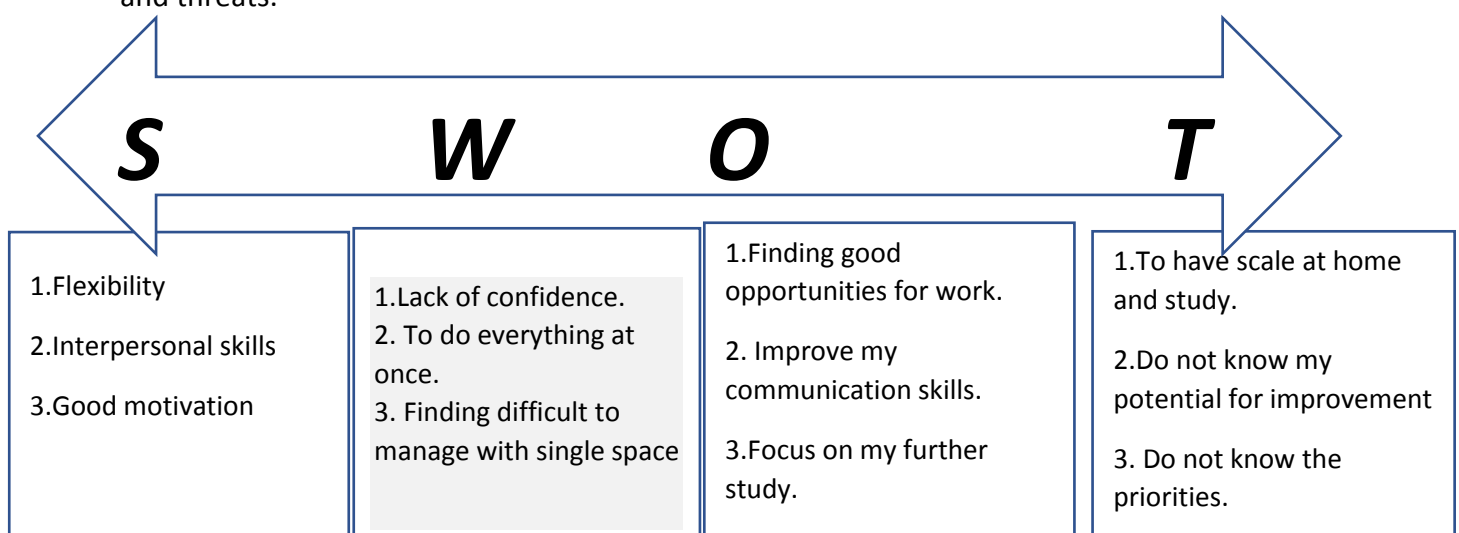
Why we should avoid Plagiarism? By the same token, we are copying from other views, words and thoughts. By doing plagiarism we would not be able to show our own skills and abilities to the teachers, plagiarism shows students lack of confident, how weak and clumsy are they? Plagiarism will not allow us to go to the deep side of a subjects tha

Paraphrasing: is to show meaning of something in your own words and ideas and present the information with mentioning the source of it as where we take it from?

I am very good with paraphrasing and I always follow 4 techniques for it. First I read carefully the text or passage, second I will write the ideas that I take from the text not original author's thought. Third I am using synonyms and completely change the sentence and rewrite it in my own understanding. At the end I will recheck the text with main in order to get the same meaning.

Summarising: is to write something very brief with important points from a text. The main part of an academic studies is to know how to summarise the text. I am not very good with summarising because I become confuse with the points I should discuss or to write it. But I try my best to improve it.

My SWOT analysis: we use SWOT analysis to inspect our strengths, weakness, opportunities and threats.



What is PDP analysis? in my own understanding the purpose of personal development plan is

to target our plans for future and how to achieve them by knowing best function our skills. for this term I don't have any PDP because still I am not sure with my career and further education, but I am trying my best to organise one as soon as possible by ending this academic year.

Academic skills for university: According to Diana Hopkins and Tom Ried (2018) going to university is amazing, and completely can changes our path for future but there is always can be problems during these enjoyable moments that can be stressful and frustrated. for me English is my second language, I must be very careful, when doing my assignments, when I want to speak with teachers and understand their points of view during the lecture. Most importantly to write academy. In order to be not hopeless during this delightful occasion, I must be well organised, have a schedule for everything and make plans for my goals to achieve it, not lost my ambitions in distance.

Academic skills for workplace: Based on my own understanding to be a successful employee and employer I need to consider some points at my workplace. As a matter of fact, I must be active, happy and enhance my employee/employer all the time. If we consider some elements it will help us to more be on safe side. I will mention some of the points that are important for being a good student/employee/employer. Collaboration and teamworking is very important, to be flexible and be ready for any uncertainly, give yourself enough Time to manage and cover the workplace environment and university assignments, employer always must listen to her/his employee equally, be available for any situation for them, motivate them and encourage them to do their best in workplace, have a good skill in solving problems, Be creative in different area, have confident to present new ideas, be responsible and professional, good skills in technologies, have good verbal and nonverbal communication, additional knowledge in different area of work, one of key important of success is to be always on time, for everyone in any position in any environment etc.

My own conclusion:

To conclude, to be a good leader, Boss of a company or good student, we need to develop our skills academy. Such as, to be on time each day at work or in the class, good team working and to be ready for any changes. It is very important we follow the instruction and tools and enhance each other during good and bad time. Thus, it shows how we are motivated and give attention to each other. Although there are might be some issues during all, but we must try to manage everything, create our plane have schedule for future and take advantage to improve.

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