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MODEL; ACADEMIC AND EMPLOYABILITY SKILLS

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1 INTRODUCTION

The assignment is based on the critical evaluation of four topics. These topics will be discussed and analysed in detail for a better understanding and practical implementation of them. These topics are. The assessment will cover each one of these topics in detail.

- 1) Time Management
- 2) Online learning experience
- 3) Public speaking & giving presentation
- 4) Academic writing

2 TIME MANAGEMENT

There is a famous quote by Publius Syrus about the importance of time, “To do two things at once is to do neither” (Scalco D, 2022). The process of planning & organising for a certain task or project in any field of life or workplace (Mind tools, 2022). Planning and organising are totally dependent upon the time that has been divided into proper integrals for different activities. Time management is the fundamental key to achieving tasks and goals on time. In organisations, time is money & the reason behind this is that project completion is depends upon time management which is indirectly associated with Quality, scope & the budget (Mind tools, 2022).If the project is not delivered on time then one of the three factors may get affected.

That is why organizations, especially during projects highly concerned about the time management. Some of the benefits that are associated with time management.

- 1) Results in high efficiency and greater productivity.
- 2) The stress level on the employees & management is less. Even in the case of individual tasks, the stress level becomes lower than it results in higher efficiency and concentration.
- 3) It is a sign of professionalism in any field.
- 4) Create more opportunities in life to achieve career goals.



FIGURE 1: TIME MANAGEMENT (CORPORATE FINANCE INSTITUTE, 2022)



FIGURE 2: THE TIME MANAGEMENT TIPS (CORPORATE FINANCE INSTITUTE, 2022)

For time management following are the tools that can be used in order to successfully maintain manage the precious time for each calculated task and target.

2.1 PRIORITIZATION

To Mange time successfully, the first step it is necessary is to prioritize tasks and targets that are necessary for a certain project or in the individual's life. For this purpose, the best tool that can be used is the Eisenhower's Urgent/Important Principle (Corporate finance institute, 2022). The principle is used for identifying and distinguishing between demands so that it can be easily prioritized (Corporate finance institute, 2022). Another tool commonly known as the action priority matrix is also used for the same purpose that helps in distinguishing between different activities that were drawn on the worksheet.

2.2 SCHEDULING

Scheduling is setting up the task and target that are kept number wise so that it can be done at the right time (Corporate finance institute, 2022). The best examples from the individual life could be morning exercise starting from dawn for a certain period of time. However, on a large scale inserted industry or organization the best example could be quarterly audit reports and inspections that were scheduled at the start month of the year (Corporate finance institute, 2022).

2.3 GOAL SETTING

Goal setting is one of the famous steps for successful people whose life always focus on time management (Corporate finance institute, 2022). They always develop smart goals which help them in allocating their time effectively. For this purpose, the most powerful tool successful people use is a treasure map that also helps them motivate toward their goals. Personal mission statements are also helpful in this regard (Corporate finance institute, 2022).

2.4 CONCENTRATION AND FOCUS

The last but not the least stage of time management is concentration & focus. Without concentration and focus, it is very difficult to manage anything in life including time management (Corporate finance institute, 2022).

3 ONLINE LEARNING EXPERIENCE

Online learning is an education system where lecturers and all other educational knowledge is delivered and exchanged through online platforms (Stern J, NA). It is also known as e-learning and is the type of distance learning. In short, this type of learning is taking place through online platforms like zoom, & Microsoft meeting apps (Stern J, NA).

Online learning includes both synchronous and asynchronous courses. This type of approach becomes one of the most popular ways of learning technology is involved and also both students and teachers are now much more comfortable compared with the conventional teaching methodologies. However, whether the teaching is online or offline, the Pedagogy is the fundamental approach for teachers to convey their messages to hold their students. This type of learning approach is used as it is the faster way of delivering the lectures to a massive audience. The facts also show that online enrollments grow at a faster rate for both locals and especially for the broader student populations (Chernev B, 2022).

It is estimated that around 1.9 million students switch to online learning in 2003 alone while the number exceed 92 million in 2021 ())). Expected market growth by the year 2025 is estimated to be 325 billion dollars. This huge market will create a boom education sector worldwide in the future (Chernev B, 2022)

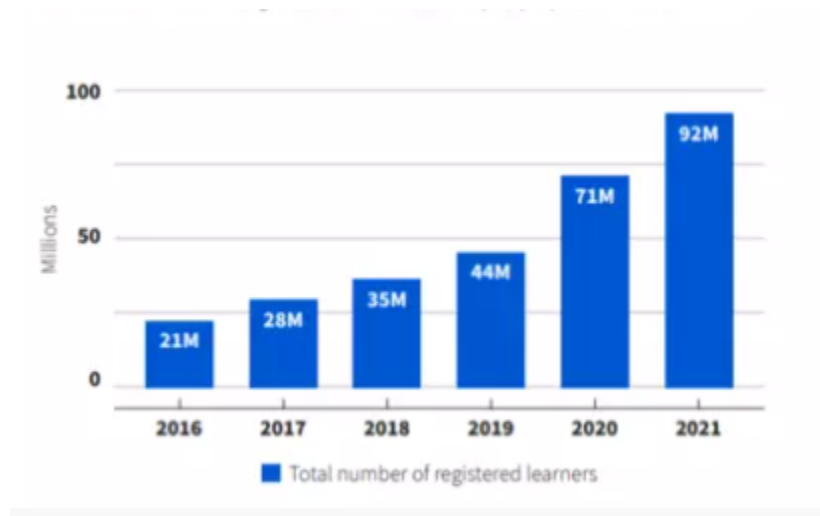


Figure 3: The number of students associated with E- learning system (Chernev B, 2022)

During the pandemic, where every sector was forced to move towards lockdown, including the education sector where the biggest concern was the students where virus and human lives were at stake in terms of education as there was no cure for the Deadly virus globally. In this situation, the only possible way to deal with the problem is to continue the education system by switching to online platforms. In this case, those countries which are developed and how the online system present before the pandemic faces the least issues compared to underdeveloped countries where the lake of modern technological system still relies on conventional methods of teaching (Chernev B, 2022).

During this period my experience of my online learning along with my research resulted into the following advantages and disadvantages that are associated with online learning or simply e-learning.

ADVANTAGES

DISADVANTAGES

Lectures were delivered through efficiency through proper tools like videos, pdfs, and podcasts.	The biggest struggle that is associated with the online learning is the continuous struggle and focuses on the screen for longer period of time as it is against ergonomics.
Has the freedom to attend lectures and classes from any location along with the benefit that schools can reach to maximum audience at a time	Another challenge associated, is its dependence on the technology that is vulnerable towards situations as connectivity may got lost with times with lack of internet connectivity.
This type of education system is less financially costly as it requires only technological costs and can save building and large premises financial budgets.	As the technology is mainly associated with online systems. It may have psychological impacts as students and teachers may feel isolation.
As the technology allow the students to attend classes from any location that is the reason there is significant amount of attendance growth compared to offline system	Offline system have the opportunity for the teachers to get proper trainings including pedagogy while research shows that online system lacks proper training for teachers.
It suits variety of learning styles for the students	Health hazards that are directly and indirectly associated with the system

4 PUBLIC SPEAKING AND GIVING PRESENTATION

That soft skills that are required for excellent communication skills, enthusiasm and the ability to convince people by engaging with the audience are known as public speaking (Doyle A, 2021). Key skills are interpersonal skills and are not directly associated with technicalities and it totally depends upon the individual style of interaction with others (Doyle A, 2021). These public speaking also include presentations in two groups and can be very from groups that are from a smaller group up of few employees to a large massive audience of a public gathering speech (Doyle A, 2021).

Public speaking skills and their art is very important is it is a necessary skill at is required in many occasions and places (Indeed, 2021). On a professional level presentation and public speaking for training events in motivating employees is an integral part of the organization to meet their goals and targets and also engage their human resources in an effective way (Indeed, 2021). Even in schools, colleges and Universities presentation skills and speaking is the art of delivering lectures & that is the reason teachers use different methodologies and personal body language & interaction with their students to deliver their lectures in a more prominent in a professional way (Indeed, 2021)

For Effective speaking and presentation following are the requirements.

4.1 CLEAR ARTICULATION

One of the factors that are associated with effective speaking is the clear articulation that focuses on the enunciating, loud speaking, & the use of proper grammar if it is delivered in both International & local languages. For effective speaking memorizing lecture or speech is not necessary but the art of delivering the ideas and emotion to the audience is what it matters the most (Indeed, 2021).

4.2 ENGAGING PRESENTATION STYLE

Representation style is the second most important aspect of delivering speeches to the audience. There is a common saying is between two individuals that are in conversation, body language decides the dominance during the exchange of ideas (Indeed, 2021). That is the reason special

training is given to the most developed countries' presidents and other officials for public speeches and exchanging ideas among other country officials (Indeed, 2021).

4.3 ASSESSING THE NEEDS OF THE AUDIENCE

This part is a very crucial part of the public speaking and presentation. The presenter should know the needs of the audience to which the message is delivered otherwise the audience will get bored when feeling the message and its importance even if it is the most crucial lecture of their lives (Indeed, 2021). For this purpose, the speakers always analyses the audience before speaking and prepare their presentation accordingly so that the audience can get proper attention to their message (Indeed, 2021).

4.4 POWERPOINT SKILLS

PowerPoint is the visual presentation of ideas through proper software. To engage your audience fully & deliver the messages in the most effective way (Indeed, 2021). PowerPoint skills are fundamental and most appropriate that can be used to deliver, & convince the messages properly. Delivering a message that includes audio and visual signs can be eye-catching and interesting (Indeed, 2021).



FIGURE 4: PRESENTATION SKILLS & PUBLIC SPEAKING (DOYLE A, 2021)

5 ACADEMIC WRITING

Academic writing is a professional way of writing where well-structured, focused, clear and concise material that can be evident is known as academic writing. This type of writing is used for readers to understand the messages, ideas & thoughts (Library, 2022). It is the formal way of writing in this style is not complex anyone does not require long sentences & complicated vocabulary with jargon but it totally focuses on concise writing in the simplest way to deliver the messages and thoughts (Library, 2022). There are certain characteristics of academic writing that is necessary for a writer to understand before writing a formal and precise report (Library, 2022).

1. Academic writing can be planned & focused so that it can provide all the relevant information and reader interest also build it.
2. It can be well-structured
3. It can be based on evidence so that the facts and figures can create enough interest and stability in the reader mind
4. Could be based on formal, appropriate language containing accurate sentences with clear grammar.

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