

ACADEMIC AND EMPLOYABILITY SKILLS

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ACADEMIC AND EMPLOYABILITY SKILLS

INTRODUCTION

The concept of skills is essential in various areas, playing the central element in contemporary eras. However, the importance of academic writing and employability skills is to develop our personal experience; the main topic of this assessment being to define the primary skills we need in the workplace and university: teamworking, time management, leadership and academic skills.

TEAMWORKING

According to Mackall (2004), teamwork is a process that helps to reach common aims combining everyone resources and skills. It is one of the essential skills which we need in the workplace and university. However, in everyday life, we handle all the varieties of teams; from our youthful-ness, school period to the workplace (Mackall, 2004). The most significant benefit of working as a team in the workplace or university is to encourage different characters to pull together and share their opinions, viewpoints and experiences. Teamworking requires more discipline than work in a group, considering that the cultural background we come from is different (Allan, 2010).

Allan (2010) argues that team skills are fundamental and necessary to operate in diverse types of institutions. Nonetheless, when we work as a member of a team, we improve communications skills, generating a proper attitude and high-great time management. Developing skilled team working is essential to establish relationships and allows learning about different societies (Mackall, 2004).

According to my personal experience, teamwork skills are the most noted qualities in the job description. To improve yourself involves being a team-player; however, in a team, it is vital to have people skills. We have different perspectives and judgments, and if we do not know to manage can stimulate disagreements. In my opinion, if we can increase team working skill, we can develop interpersonal communication, as well. Though I am enjoying working in a team, I still have to face various circumstances and diverse temperaments; therefore, I improve my team working skill and interpersonal skills daily.

TIME MANAGEMENT

Time management refers to systems, methods, skills, tools that operate together helps to control our time in a valuable and useful way, particularly in the workplace and university. Time

management system combines all various skills and tools, including planning, prioritizing, goal setting and scheduling to generate more efficient and productive work. Creating a habit of managing the time correctly, we can bring to the end more tasks in a valuable way (Carroll, 2015).

According to Hoover (2007), time management is about achieving our goals. In all our daily activities is necessary to manage the time and set objectives. Within the university or in the workplace, setting goals helps everyone to measure the performance and be more motivated. Proper time management means high-quality work and less pressure; we gain more experience, develop a healthy discipline and avoid procrastination (Carroll, 2015). In all organisations, planning is the core of success, along with purposes, strategies and premises. Mandal (2011), defines planning as an activity which involves two time period - tomorrow and today. Planning is about the setting direction for systems (business, organisation, department or a project) and guides them to follow the set objectives.

Time continually flow, particular in nowadays when technology and social media take place to traditional communication. Mandal (2011) argue that the internet is a tool which helps to make our life more manageable but at an equal time is a distraction from achieving the real goals; in stressful circumstances, for example, instead of prioritising the most deciding activities we panic and grow procrastination. Procrastination is an unproductive habit and describes the delay of completing a task that requires to be succeeded by a specific deadline. Many people become anxious when they need to work under pressure to finish their task and prefer completing something different, which pleases them (Carroll, 2015). However, procrastination may be the outcome of factors such as stress, loss of productivity or laziness, as well can be due to social feedback for failure. Carroll (2011) argues that procrastination can be avoided if we organise our time accurately, and we do not leave everything at the last moment.

Time management is an element of individual learning experiences and is not just regarding organising our time to fulfil all the assignment required; is about balancing our lives in such a way that we can enjoy it. Managing time is necessary for all particular area of our lives. As a student, the amount of my effort spending on studying and working full time sometimes can be overwhelming; thus, I am considering that I still need to improve my time management skills.

LEADERSHIP

According to Maxwell (2001), leadership is the science of inspiring by setting goals examples. A leader's job is to support others to make their best collaboration towards a shared mission. The author points out that leadership skill is something we develop, and we are not born with. Leadership and management can be considered equally with the same connotation, although there are separated.

Management is the process of guaranteeing that the agenda and aspirations are achieved — and leadership, which involves vision and motivation for people (Maxwell, 2001).

Maxwell (2001) argue that the leadership has five levels: position, permission, production, people development, personhood. The first level is 'position', and it proposes that the influence we own comes with the title. The second level is about interrelationships and personal connections. On this level, time, effectiveness, and focus are situated in the individual requirement and desire. The following step is 'production' is about getting results and achieving the goals. The core of directing others is when we become a mentor. Maxwell (2001), highlights the fourth level of leadership 'people development'. Applying, this level in our career as a leader, we realize that people are the most reliable and most valuable element. The last level, according to Maxwell (2001), can be achieved only through "extreme dedication, personal vision, and hard work". For the 'personhood' leadership level, the essential characteristic is - respect; people want to follow because of their position.

In order to have leadership skills in the workplace, we need to educate ourselves daily and develop healthy habits. Today proper guidance skills and the desire to increase our abilities can help us get a successful career. It is essential to understand how to influence and to develop people — a leader cannot truly succeed without the support of whom he or she leads. However, renowned leaders never stand above their followers, except when they take responsibilities (Leadership skills, 2009). I understand that to be a leader is a quality which requires hard work and motivation and considering my strengths, I believe I have leadership skills, but I need to improve daily.

ACADEMIC SKILLS

Academic writing is the descriptive term utilised for scientific essays written to confer an objective position, organised in a way that others can effortlessly reproduce them. In any academic writing, the author(s) starts with a subjective approach, an idea that is examined and verified, validated or invalidate (Mars, 2016). Academic writing can take many forms: journal articles, textbooks, assessments, groups, projects reports and more. Geybe (2013) argue that schoolers create academic writing for another student to read. Throughout writing qualifiable essays with satisfactory and high-level results, students and researchers must understand well-defined rules and specific methods.

Academic writing necessitates efforts, more specific mental skills effort, is a strength that must be disciplined with persistence and discernment. Essay writing is the core of achieving educational success (Mars, 2016). However, in academic writing, we can identify several elements for a well-structured essay, for example, the paragraph body. According to Andrews (2017), for writing a satisfactory paragraph, we should have transparency and logical flow. We need to include

a topic sentence (is the first sentence of a paragraph), explanation sentence (is where we explain the significance of the evidence) and support or evidence. Topic and explanation sentence is essential for delivering concepts, argument or proofs in our essay. Every paragraph should include one clear point and avoid tautology. The support or evidence is the essential part of a solid paragraph body; we provide evidence for ideas introduced in the paragraph which initially come from different authors. To create a continued paragraph, students or researchers use as a tool paraphrasing or summaries (Andrews, 2017).

According to Geyte (2013), paraphrasing is a technique which if we are using correctly helps us to re-write ideas from another author(s) maintaining the original meaning, but the structure and the words are different. In paraphrasing process, Geyte (2013) highlights several steps or methods that can be applied. The first step is regarding text relevance, reading we can appreciate which information can be necessary for our essay. In the next step, we can extract out the main ideas and take notes. The last step is the integration of the information in our text, making sure they are corralled whit the main idea of the subject (Geyte, 2013). Understanding the importance of paraphrasing, I believe I can re-write any particular text without changing the meaning and using proper referencing skills my academic writing is improving significative daily.

Summarising is similar to paraphrasing, except that in paraphrasing processes we work with a short segment of the text and in summarising, we arrange together ideas from a various subject(s). We need to focus on the central idea of the document rather than a particular one. Within the text, summarising, we can have multiple authors in the same paragraph, although, in paraphrasing, every author idea required to be separate (Geyte, 2013).

Academic writing is the most frequent requirement in various disciplines. The purpose of writing in an academic style differs: sometimes we need to demonstrate technical or functional knowledge, or a research report, perhaps associated with our future career (Geyte, 2013). However, developing academic writing can be challenging for everyone, but practising daily, we reach the desired result.

CONCLUSION

Therefore, due to the academic and employment requirements, it is a fact that without strong and influential skills, improved daily, it is hard to succeed in the 'real world' (Sharma, 2019). However, teamwork, time management, leadership and academic skills, analysed above, are essential in every area we want to grow.

Teamwork is essential in contemporaneous organisations, and as long as teams are created and maintained, can be satisfied, creative and innovative. Proper time management builds discipline,

which encourages as out from procrastination and involves as well quality at work or university. In examining leadership skill, we can understand that it is essential in motivating people to achieve their aims. It is a social connection in which one individual has more exceptional ability to determine the behaviour of another.

Academic skills are the 21st-century tools in the students learning process. Academic writing plays a crucial role in academic success, and it includes a wide range of specific writing tasks that we are required to use during academic studies. Mars (2016) argue that every area, even if it is the university or work environment, depends on technique and strategies and involves hard work and development.

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IN-CLASS EXERCICES



Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Amamaria Rieca Student ID: 1910022

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

In 2001 cocoa industry from Ivory Coast had a period of crisis. They included innocent children to work for them. However, the US government was notified, it took actions. After decades when chocolate was considered an extravagance, at the beginning of the 21st century, the state takes measures against slavery.

Lecturer's comments:

The meaning of the paraphrased text is not the same as the one in the original text.

Lecturer's signature:

Date:

11/11/2019

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Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

- 1) There will be a few changes around in the office. (announce)
The boss announces about the changes in the office. X
- 2) He doesn't write to me as frequently as I wanted.
I wish he will write more often. X
- 3) We were concerned about her health.
We had some attention about her health X
- 4) You weren't careful, so you made so many mistakes. (had)
If you were more careful you would not have so many mistakes. X
- 5) The council cut funding so we could not provide free parking.
Because of the council stopped the funding we could not offer free parking. X
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal has relied on theory information X
- 7) It was Mary who stole money.
He accused her of stealing money.
- 8) He seems well-educated. However, he's not very bright. (although)
He seems well-educated, although he's not very bright. ✓
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for plagiarism in the opinion of the University is the students. X
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
33% of adolescent had the second child after three years from the birth of the first. X

Lecturer's comments: It seems that you do not always understand the meaning of the first sentence. You need to improve your paraphrasing skill & grammar.

Lecturer's signature: akb

Date: 11/11/2019

Student Name: Anamaria Rilea Student ID/Group: 1910022

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

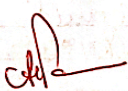
Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working-world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5-10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: 

Date: 09.12.2019

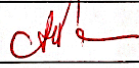
Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

~~Managing~~
Managing yourself helps you in developing a healthy leader career. Being a manager involves good leadership skills, management time management and communication. Judmann realized they were vital for being a group leader. It's very stressful and often tiring. Without good organisational skills you can fail to be a leader.

Lecturer's comments:

Good ideas but you should have written more. Not all main ideas have been mentioned (eg. about Marcus Aurelius leadership skills). There are some language errors.

Lecturer's signature: 

Date:

09.12.2019