

Task 1a

A good essential education and employment skill to have is writing because “Almost every job today requires good writing skills, whether to write emails, letters, memos, financial documents or responses to forms.” [1]. This will support me in my career after I graduate as I will need to compose many emails and documents which are essential for work.



Another skill that's great to have is the ability to problem solve since “Companies face a lot of obstacles. Those better able to cope with challenges will thrive. Those less able will ultimately fail ... Problem-solving is part and parcel of everyday life at any company” [2]. This will be extremely helpful in the future because I will be facing many difficult problems in my career so I will need to solve them.



For academic learning, having a skill for online learning is very beneficial and can be developed into time management skills for employment since you “Make a study schedule and let others know about it so they’ll be less likely to interrupt online classes or study time.” [3]. Time management is essential for both education and employment because you need to meet deadlines.



Finally a helpful skill to have is communication. This is very important when “More than two-thirds of recruiters across all industries say communication is the most important skill they look for.” [4] Communication is what's needed to make sure everything goes to plan so it can be developed into skills like project management in my career.



- [1] Indeed Editorial Team, "The top 10 employability skills that will help you get any job", *Indeed*, July. 21, 2022. [Online] Available: <https://uk.indeed.com/career-advice/finding-a-job/employability-skills> [Accessed Oct. 28, 2022].
- [2] M. Duszyński, "Top 10 Employability Skills: Definition & List of Examples", *zety*, Sept. 05, 2022. [Online] Available: <https://zety.com/blog/employability-skills> [Accessed Oct 28, 2022].
- [3] H. Bowles, "Essential Academic Skills to Help You Succeed at Uni", *City, University of London blog*, Sept. 18, 2020. [Online] Available: <https://blogs.city.ac.uk/wideningparticipation/2020/09/18/essential-academic-skills-to-help-you-succeed-at-uni/> [Accessed Oct. 28, 2022].
- [4] S. Kloefkorn, "12 Essential Skills Every Employee Should Have" *eSkill*, Nov. 22, 2016. [Online] Available: <https://eskill.com/blog/essential-skills-employees/> [Accessed Oct. 28, 2022].