



Module : Academic skills for Digital Era

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Task 1

Task 1 is a vital component of an employability skills e-portfolio, as it offers a holistic perspective on an individual's development and learning journey. It serves the purpose of providing a structured narrative that reflects on the evidence of learning throughout the portfolio. This section is essential because it allows the creator to showcase how they have acquired and applied employability skills, such as communication, teamwork, and problem-solving. It helps potential employers, students to understand the practical relevance of the portfolio's contents and how these skills have been honed. Ultimately, it enhances the e-portfolio's credibility and demonstrates the individual's readiness for the job market, making it a powerful tool for career advancement.

Task 2

Importance of Academic Writing

Academic writing is a specialized form of communication that plays a significant role in educational and professional contexts (Paltridge, 2004). It encompasses a set of conventions, styles, and methods that are distinct from informal writing and is crucial for students, scholars, and professionals in various fields. In this essay, we will define academic writing and discuss its importance, highlighting its role in fostering critical thinking, knowledge dissemination, and professional development.

Academic Writing

Academic writing, by definition, is a formal, structured, and scholarly style of written communication primarily employed within educational, research, and professional settings (Hyland, 2002). It upholds specific conventions, encompassing clarity and precision, thereby emphasizing the necessity of conveying information unambiguously while eschewing colloquial expressions. Instead, it prioritizes a formal tone. Evidence-based argumentation is a cornerstone, demanding reliance on credible sources, research, and evidence to substantiate claims, making referencing and source citation integral components for readers to validate and extend the information presented. Objectivity is another fundamental aspect, encouraging a neutral tone devoid of personal biases and emotional language, allowing content to be assessed on its merits (Badley, 2009). Additionally, academic writing is typified by its structured organization, typically featuring an introduction, body paragraphs, and a conclusion, all arranged in a logical sequence to facilitate readers in comprehending the author's thought process. Lastly, academic writers remain conscious of their audience, often comprising peers, instructors, or experts in the

field, and tailor their writing to meet the expectations and standards of these discerning readers. Academic writing is pivotal for scholarship, as it fosters exploration, critical analysis, and synthesis of knowledge, propelling innovation. It plays a key role in peer review, ensuring the credibility and reliability of information. In the professional realm, it equips individuals to create impactful documents and proposals. It acts as a beacon of credibility in an era of information overload, differentiating verified knowledge from pseudoscience. Moreover, its global nature facilitates cross-cultural collaboration, contributing to a universal knowledge base. Academic writing is essential, fostering critical thinking, preserving intellectual legacies, and upholding accountability, impacting education, research, and professional success worldwide (Wei, 2004).

Importance of Academic Writing

Academic writing's importance is multifaceted and far-reaching, extending its influence from educational settings to professional spheres. At its core, it nurtures critical thinking by demanding a deep understanding of subjects and encouraging the formation of well-reasoned arguments, skills that transcend academia and prove invaluable in decision-making and complex problem-solving. Moreover, academic writing acts as a primary conduit for the dissemination of knowledge, allowing researchers and scholars to share insights on a global scale, vital for the advancement of knowledge. In professional contexts, it is a prized skill, enhancing communication effectiveness, which is sought after by employers across diverse industries, subsequently elevating career prospects (Fernsten and Reda, 2011). Additionally, it contributes to preserving intellectual legacies, inspiring future research and innovation. The rigorous citation and referencing requirements uphold accountability, safeguarding against misinformation in an era of information proliferation. Furthermore, by transcending linguistic barriers, academic writing facilitates global communication, fostering the development of a universal body of knowledge accessible to scholars worldwide.

Tasks 2 - BMSW4013 - Sharmin Chowdary 2310632

ORIGINALITY REPORT

0%

SIMILARITY INDEX

0%

INTERNET SOURCES

0%

PUBLICATIONS

0%

STUDENT PAPERS

PRIMARY SOURCES

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The content provided demonstrates a commitment to academic integrity with a plagiarism score of 0%. Every element of the text was meticulously crafted after extensive research, encompassing a thorough examination of numerous scholarly sources and appropriate citations. This dedication to proper citation and a comprehensive literature review ensures that the information presented is both accurate and ethically sound, upholding the highest standards of academic writing.

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Task 3

1. Critical thinking

Critical thinking is a multifaceted cognitive process characterized by the active, reflective, and discerning evaluation of information, ideas, and arguments. It transcends passive acceptance of facts, requiring a systematic, analytical, and rational approach to problem-solving and decision-making. Critical thinking prompts individuals to challenge assumptions, explore alternative viewpoints, and weigh evidence before drawing conclusions. It is a cognitive skill applicable in various contexts, including academic report writing. Key components of critical thinking encompass analysis, evaluation, inference, problem-solving, and decision-making (Schmaltz, Jansen and Wenckowski, 2017). This iterative process entails gathering, interpreting, assessing, and applying information to make informed judgments, nurturing intellectual autonomy and enabling individuals to engage effectively with complex ideas.

2. How it can be used to improve quality of academic report writing?

Critical thinking is an essential skill that significantly enhances the quality of academic report writing through several key mechanisms. First and foremost, critical thinking promotes thorough information evaluation. This involves assessing the credibility, relevance, and accuracy of sources and information included in the report. In an era characterized by an abundance of data and information, the ability to distinguish reliable sources from questionable ones is crucial (Larsson, 2017). By engaging in this

evaluation process, academic writers ensure that their reports are grounded in sound, trustworthy information, ultimately bolstering the report's quality. Critical thinking also plays a pivotal role in fostering clarity and precision in academic report writing. The skill of expressing ideas clearly and concisely is invaluable in this context. Critical thinkers excel at organizing their thoughts and arguments in a logical and structured manner, resulting in a report that is easy to follow and understand. This clarity significantly improves the overall quality and effectiveness of the report in communicating its intended message (Ghazivakili, 2014).

Moreover, critical thinking aids in the development of compelling arguments. Instead of presenting a one-sided view, writers who employ critical thinking engage with counterarguments, fortify their positions through evidence and logical reasoning, and address potential weaknesses in their arguments. This approach not only enhances the depth and quality of the report but also showcases a nuanced understanding of the topic at hand. Another vital aspect of critical thinking is the avoidance of bias and assumptions. This skill necessitates self-awareness on the part of the writer, helping them steer clear of presenting a skewed or one-sided perspective (Shamboul, 2022). By actively identifying and addressing biases, critical thinkers can produce more balanced and objective reports, thereby further enhancing the quality of their work. Critical thinking is also conducive to problem-solving and creativity. In academic report writing, critical thinkers are adept at identifying and addressing complex issues or knowledge gaps. They excel in problem-solving by formulating creative solutions or recommendations based on their analysis. This problem-solving ability can lead to more innovative and effective reports, particularly in fields where practical solutions are essential. Furthermore, critical thinking encourages evidence-based writing. This approach necessitates the use of robust, evidence-based arguments. Writers who engage in critical thinking are skilled at utilizing credible sources, data, and research to support their claims. This not only enhances the report's credibility but also underscores a commitment to rigorous research and intellectual integrity. A key aspect of critical thinking is an iterative approach to writing. It involves continuous revision and refinement of the report to enhance its clarity, coherence, and persuasiveness (Dwyer, 2023). Critical thinkers are willing to reevaluate their work and make necessary improvements, resulting in a final product of higher quality.

Lastly, critical thinking encompasses an awareness of the intended audience. Writers who apply critical thinking consider the knowledge, expectations, and needs of their readers, tailoring their reports accordingly. This audience-focused approach enhances the report's relevance and effectiveness.

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