

Students Name: Nwakaego peace Elumese
Students number: 2114106
Module: Academic Writing and employability skills
Lecturer Name: Mr Peter
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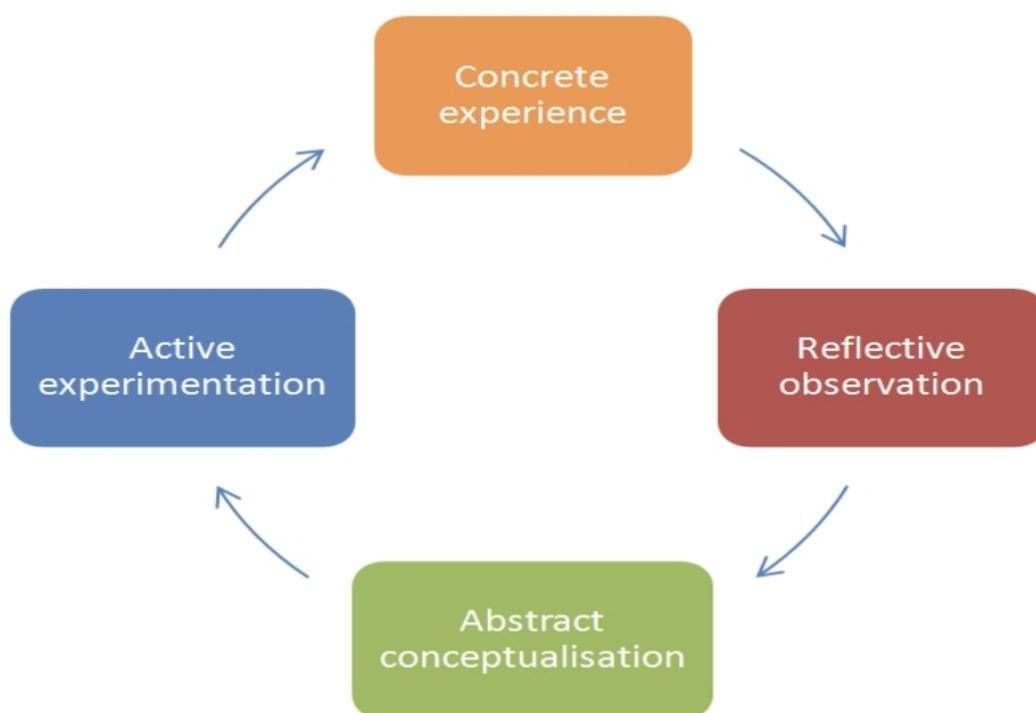
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INTRODUCTION

The purpose of this report is to examine different educational and professional competencies. What we call "academic talents" are those that a person acquires, hones, and employs during the course of their schooling. Academic achievement is facilitated by possessing certain abilities, which are invaluable to students and other members of the academic community. The same holds true for employability skills or the set of qualities that employers look for in candidates to ensure they bring something special to the table in terms of knowledge and performance. We will also evaluate your abilities in working in a group, managing your time effectively, paraphrasing, summarising, and communicating.

I used the Kola's experimental learning cycle since it more closely aligns with my own observations and interpretations of my experiences. This will inspire me to draw my own conclusions about how my academic pursuits contribute to my overall growth as a person. Using the Kola's experimental learning, I will discuss my own experience studying academic abilities and analyse how that research could inform future practice.



TIME MANAGEMENT

Time, that invaluable asset, keeps on ticking away, never to be recovered. Everybody has access to the same amount of this asset, thus the key to

success is in how you put it to use (Macan et al., 2011). The goal of time management is to accomplish as much as possible in a certain amount of time by adjusting one's most important behavioural aspects (Odumeru, 2013).

Today's competitive atmosphere motivates individuals to organise and manage time efficiently as early as elementary school. It is worth noting that academics often evaluate the efficacy of time management based on its potential to affect either productivity or well-being. If time management is effective, then it should be able to improve productivity and satisfaction (Cleanness et al., 2007). Time management and productivity at work have a long history that may be traced back to scientific management. Students, like everyone else, need to learn how to manage their time effectively by giving each day a purpose. Effective time management skills have been identified as one of the most significant predictors of academic achievement and success.

Initially, I found that managing my time effectively was my poorest competence on the academic assessment of learning strategies. I knew this was an area where I needed to focus on improving my abilities since putting off doing work until the last moment was a major source of stress for me. My improvement over time is now clearly apparent. Thanks to the well-thought-out strategy I made for myself, I was able to do most of my work in a timely fashion and meet my wise goal for time management. I can save time, effort, and resources by taking preventative measures. It would be much easier to tackle my to-do list and fulfil my duties if I took the time to plan ahead, organise my thoughts, and address any issues as they arise.

It's difficult when there is no strategy for the day or even for my objectives, and as a result, I tend to lose concentration on what has to be done, which means I may end up working quickly on tasks that are ultimately useless. Therefore, I'm not just considering what tasks I want to accomplish, but also how much time I have available and how I'll allocate it, or which tasks are best suited for different times of the day. Not only should I complete all of my tasks, but those that are part of my short-term objectives must be completed in a timely manner in order to keep me on track to achieve my goals. It's important to slow down and focus on the bigger picture if I want to achieve my long-term objectives; doing so will allow me to better manage my time and the vast amounts of data at my disposal. This skill allows me to make productive use of my time.

PARAPHRASING

The ability to paraphrase effectively is essential because incorrect paraphrasing may lead to charges of plagiarism, which is defined as the practice of duplicating the work of another person without giving proper credit to that source(Harris, 2017). The ability to study the significance of the work of others, effectively restate their claims, and shape material to meet the objective or subject of an assignment or article is granted to authors via the practice of paraphrasing.

It is significant because it enables the student to obtain a better and more refined grasp of the concept of the written work, which in turn enables the student to express it in their own words while maintaining the substance and the core meaning of what they are writing about. Students are able to hone their own creative abilities and demonstrate their writing prowess via the use of this activity, all while adhering to the spirit of the work that inspired them(Harris, 2017). There is a distinctive tone to the work of each author, which might be obscured by the use of straight quotations. It is possible to express an essential point contained in a section or source by using paraphrasing, which does not disrupt the flow of the paper.

Students need to have the ability to paraphrase well in order to succeed in the academic world. This is because the talent enables students to breeze through a variety of academic tasks including research papers, theses, presentations, and other tasks in an orderly and uncluttered fashion. Not only does paraphrasing clarify the meaning of the passage by demonstrating to the reader that you understand the concept being discussed there, but it also demonstrates to the audience that you are competent about the subject matter and can be credible because you are capable of expressing this complex message to them.

Throughout my experience writing academic papers, I've learned to effectively rewrite passages by paraphrasing them. With the use of paraphrasing, I was able to reduce the length of my essay by employing more concise wording. Also, because of this, my lexical skills have substantially increased. After practicing paraphrasing, I realised how vital it is to expand one's vocabulary in order to add variety to one's writing. Because I needed to look for alternatives online to rephrase a few words in my essay, I found that my vocabulary is limited. The fact that I made a few grammatical mistakes when rephrasing the phrases in my essay taught me the value of perfect language.

SUMMARISING

Summarising is the process of condensing a text or passage down to its most important ideas or points. A summary is a shortened version of a text that retains its main ideas, but presents them in a more concise and condensed form (Thinned & Anderson, 2012). Summarising is useful for identifying the

key points of a text, and can help anyone understand and remember the main ideas more easily. It can also be helpful when someone need to present information to others, as it allows them to present the main ideas in a more concise and clear manner. Summarising is a valuable skill that can help you to more effectively understand, remember, and communicate the key points of academic material (Winograd, 2014).

Importance

- Summarising can help you to quickly review and assess the content of a text or lecture, allowing you to more efficiently use your time.
- Summarising helps you to actively process and engage with the material, which can help you to remember it better.
- Summarising requires you to analyse and evaluate the material, which can help you to develop your critical thinking skills.

Improving

- When reading or listening to anything, make an effort to discover the essential points and pertinent information. This will allow you to concentrate on the most vital facts and disregard any irrelevant elements.

As much as possible, use your own words when summarising. This will aid in your comprehension and retention of the subject.

Creating an outline is a useful method for organising and condensing information. Try dividing the content into major and minor points and rearranging them in a logical way.

- When it came to summarising, I had to overcome several obstacles. I used to be terrible at quickly grasping new concepts, but as I've worked on my summarising skills, I've seen an improvement in my comprehension rates. Keeping my attention on the big picture, being as specific as possible, and striving to express myself in my own words are all strategies that have helped me quickly and competently learn new material.

PUBLIC SPEAKING & PRESENTATION

Speaking in front of an audience is a skill that is useful in many fields, including business and education. Speaking in front of an audience is beneficial on many levels, regardless of whether you're a person or a

company. A presentation is anything that is delivered in real time in front of an audience (Bodie, 2010). There is a vast range of subject matter that may be appropriate for public presentations. It's up to the speaker to decide whether they want to inform, amuse, or sway their audience with their words. It is common practice to augment the speech with visual aids, most often in the form of an electronic presentation (Bodie, 2010). The listeners will find this to be more intriguing as a result.

If you do not have anything that is interesting to speak about, there is no way that you will be able to deliver an excellent lecture. The most important aspect of preparation is to conceptualise and structure what it is that you want to say. Consider what the individuals in the audience already know about your topic—as well as how much they care about it—so that you can identify the best location to start talking about it. When a presentation is done well, it's almost like a tiny miracle because it changes the way people perceive the world thereafter.

The ability to speak in front of an audience is not one that I consider to be among my strongest. As a result, I've been putting into practice the techniques I was taught to help me deal with this issue. I knew that rehearsing my section of the speech would help me feel more confident when it came time to deliver it. Before giving a speech, it's best to go over it at least six times. Since I had a clear plan of attack, I was able to relax and enjoy my time in front of the crowd. I also did a lot of practice utilising motions and making sure they were seen by everyone. When I am anxious, I need to make sure I don't start talking too quickly, since I believe this is the part of my public speaking skills that needs the greatest improvement.

CONCLUSION

The prior report concentrated mostly on a few critical components that are required for employability. Both in one's academic life and in one's professional life, time management is one of the most crucial areas to focus on in order to have a meaningful job in the future. The skills of paraphrasing and summarising have a significant influence not only on academic learning but also on the consequences for the future. People are able to better express themselves and communicate their views in a manner that is distinctive via the practice of public speaking and presenting. Everyone should make it a top priority to acquire these abilities and continue to improve them. I am devoting a significant amount of effort to developing these talents in addition to other employability skills.

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