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**Academic and Employability
Skills**

BMSW4001

Anita Nan

Overview

- SWOT Analysis
- Time Management
- Note taking
- Academic Writing
- Referencing
- Conclusion
- References



SWOT Analysis

❖ Strengths

- ✓ Time management
- ✓ Note taking
- ✓ Ability to work under pressure

❖ Weaknesses

- ✓ Academic writing
- ✓ Referencing
- ✓ Communications

Time Management

“Your ability to manage your time”,
(Tracy, 2014, p 8)

- Will help you in every aspect of your life
 - ✓ at work, school, university
 - ✓ In relationships
 - ✓ With children
(Hughes, 2020)



Note taking

–The process of reviewing, connecting and synthesising ideas from your lecturers or reading
(Kiewra, 1987)

- Improve your professional and personal life
- Use your own words
- Using colors, underlining
- Simple sentences





Academic Writing

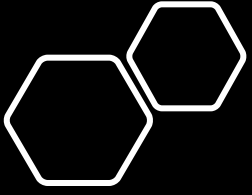
Formal writing style used in colleges and universities

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- Clear
 - Concise
 - Focused
 - Structured
 - Evidenced
 - Formal in tone and style

Referencing

- An important skill
 - Add academic credibility to your arguments
 - Demonstrate the breadth of your research
 - Acknowledge the idea and work of others
 - Enable readers to find the sources you have used in your work
- Cover all the sources cited in an essay





Conclusion

- ❖ Academic and employability skills are extremely important in every individual life whether it is personal or professional, in order to achieve your goals and aspire to a superior opportunity.



Sources

- Mindtools (2019) *What is Time Management* [Online]. Available from: https://www.mindtools.com/pages/article/newHTE_00.htm (Accessed: 31 March 2021).
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- Hughes, K (2020) *Time Management and Productivity Solution Book* [Online]. Available from: <https://books.google.com> (Accessed 10 April 2021).
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Thank You

