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Academic And Employability Skills Group 3

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Report

1.Introduction

The three parts that are going to be discussed this report are:

1. Time management
2. Cv writing
3. Paraphrasing

This three topics are very different topics and they have nothing to do with each other, but we meet them in our every day life ,meaning that they are very important aspects to work on.

4. Time management is the process of organising and planning how to divide your time between specific activities.
5. A CV is a concise document which summarises an individual's unique skills ,character , experience and achievements, usually used when you are applying for a job.
6. And last , paraphrasing is one of three ways of using another writer's work in your own work.

2.Reflection Model

- **Time management**

Good time management enables you to work smarter, not harder ,so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress. “Time management” refers to the way that you organise and plan how long you spend on specific activities.

Time management is the ability to use your time productively and efficiently. You could also think of it as the art of having time to do everything that you need, without feeling stressed about it.

The benefits are enormous, and some of them are:

- I. Greater productivity and efficiency
- II. A better professional reputation
- III. Less stress
- IV. Increased opportunities
- V. Greater opportunities to achieve important life and career goals

But failing to manage your time will have consequences, like:

- VI. Missed deadlines.
- VII. Inefficient work flow.
- VIII. Poor work quality.
- IX. A poor professional reputation and a stalled career.
- X. Higher stress levels.

Organising each day helps you to complete work on time, stay engaged during important meetings and give you space to be creative and proactive in your tasks. Having strong time-management skills can ultimately lead to accomplishing key goals and advancing in your position.

Time management skills:

Organisation: Staying organised can help you maintain a clear picture of what you need to complete and when. Being well-organised might mean maintaining an up-to-date calendar, being able to locate certain documents easily, having a tidy environment and taking detailed, diligent notes.

Prioritisation: Assessing each of your responsibilities for priority is key in being a good time manager. There are many ways to prioritise what you need to accomplish. You might decide to complete fast, simple items followed by longer, more involved ones. Alternatively, you might prioritise your tasks starting with the most time-sensitive, or a combination of both.

Goal-setting Setting goal is the first step to becoming a good time manager. Goal-setting allows you to clearly understand your end goal and what exactly you need to prioritise to accomplish it. Setting both short and long-term goals can lead to success in your career.

Communication: Developing strong communication skills can allow you to make your plans and goals clear to people you

work with. It also allows you to delegate, which lets you focus on completing the most important, relevant tasks that align with your goals.

Planning: A fundamental part of time management is planning. Being efficient in planning out your day, meetings and how you will accomplish things will help you stick to your schedule.

Stress-management: When practising good time management, you should also be attentive to your mental health . Handling stress in a positive way can help you stay motivated and perform well when going through your schedule.

Time management skills are important because they help you structure your work in a way that allows you to accomplish goals. For example, if your goal is to get a job, you need time to update your resume, search for openings, apply, research companies and prepare for interviews. Setting aside specific amounts of time per day will help you complete the necessary steps to getting a job.

Improving time management skills can help you be a better worker and have the ability to focus fully as you go about your day. You can be a better time manager by being organised, setting goals and prioritising your to-do list.

Time management is a very important task for us students and employees and we should practice it to get through the day.

- **Eisenhower technique** is a very common and known technique to manage your time efficiently.

The Eisenhower Decision Matrix



The **Eisenhower Box**, how to be more productive?

Eisenhower's strategy for taking action and organising your tasks is simple. Using the decision matrix below, you will separate your actions based on four possibilities.

1. Urgent and important (tasks you will do immediately).
2. Important, but not urgent (tasks you will schedule to do later).
3. Urgent, but not important (tasks you will delegate to someone else).
4. Neither urgent nor important (tasks that you will eliminate)

Paraphrasing

Paraphrasing involves putting information from a source into your own words, without changing the meaning of the source you used. You must then acknowledge that source in your essay or report.

Types of Paraphrasing

A)Change of Parts of Speech

Original Sentence:

The boy quickly ran across the finish line, seizing yet another victory.

Paraphrase:

The quick boy seized yet another victory when he ran across the finish line.

B. Change of Structure

Original Sentence:

Puppies were adopted by numerous kind souls at the puppy drive.

Paraphrase:

Many kind souls adopted puppies during the puppy drive.

C. Reduction of Clauses

Original Sentence:

While I understand where you're coming from, and truly respect your opinion, I wish you would express yourself more clearly, like Clara does.

Paraphrase:

I understand where you're coming from and respect your opinion, but I wish you would be more like Clara and express yourself more clearly.

D. Synonym Replacement

Original Sentence:

The older citizens were honoured with a parade for those once in the military.

Paraphrase:

Senior citizens were honoured with a march for veterans.

The Importance of Using Paraphrase

Paraphrasing is a way of referencing a source without directly quoting it or of further explaining a selected quote. Correct paraphrasing is important in that poor paraphrasing can result in accusations of plagiarism, or copying from a source without correctly citing it.

Paraphrasing allows writers to examine the meaning of others' work, creatively rephrase their statements, and craft information to suit an essay or composition's goal or focus.

Paraphrasing is an important tool for nonfiction writers, journalists, and essayists alike. It is a common proponent of news and reporting. Correct paraphrasing protects writers from *plagiarism* and allows them to creatively rephrase original works, incorporating them into their own compositions.

How to avoid plagiarism?

Some tips...

- Don't just copy
- Use a range of sources
- Develop your own style
- Keep good quality notes
- Use quotation marks

CV Writing

A CV is a document aimed at convincing an employer that who you are, your qualifications, work experience and your skills makes it worthwhile for them to offer you either work experience or a chance to move forward in a formal selection process.”

(Morgan, 1997: 339)

There are many and different types of CVs now days. Like:

- Chronological CV
- Skills based CV
- Academic CV
- Teaching CV
- Technical CV for IT jobs
- Law CV
- Video CV

Chronological:

It's important to include:

- dates - cover any gaps in your history
- qualifications and work experience - match these to the role you're applying for
- additional skills and knowledge - cover essential criteria for the role.

Skills based:

It's important to:

- position your skills profile prominently
- match your skills with the role profile and use the same headings
- provide evidence of how you've used your skills in real life situations.

Academic :

Focused on educational achievements, academic CVs are used when applying for lecturing or research-based roles

Teaching:

List skills that will be useful in the role such as IT knowledge, languages and leadership ability and be sure to mention any interests relevant to teaching such as sporting activities or musical abilities.

Technical for IT jobs:

Use this CV template to focus on your:

- ability to maintain existing software applications and develop new ones
- experience of applying technical standards, theories and techniques
- problem-solving capabilities
- communication skills.

Law:

Begin by outlining your education background, making sure to include relevant electives, modules and awards. Then move on to highlight all legal work experience including vacation schemes, work placements or pro-bono work.

Video :

Generally they're used in customer-facing and creative roles in marketing, sales and the media, but a good well thought out video CV can get you noticed by employers in any sector.

Remember that the aim isn't to be the next Steven Spielberg, but rather to give a glimpse into who you are and how you can help organisations grow and deliver value to their customers.

CVs should never be completely formulaic, but there are a few things they should always contain:

- 1) Personal Details
- 2) Personal statement
- 3) Work experience

- 4) Achievements
- 5) Education
- 6) Hobbies and interests

For a successful CV you can approach these keywords:

- Accurate
- Adaptable
- Confident
- Hard-working
- Innovative
- Pro-active
- Responsible
- Reliable

In addition to using the right words, you should also back up your attributes up with genuine accomplishments. Not only will you stand out from others with identical skills, you'll also be able to prove your suitability more effectively.

What words you should avoid when you are writing a CV:

When it comes to your CV, there are certain words and phrases you should try to avoid – and they mostly consist of overused clichés.

Not only could using them risk mildly irritating the person in charge of hiring, you could also end up blending into a sea of similar candidates.

Here are a few of them :

- Excellent communication skills
- Goal-driven
- Flexible

- Motivated
- Multitasker
- Independent
- Detail oriented
- Self-motivated

Obviously, exceptions can be made if any of the above were included in the job description as an essential skill – but using examples to back them up is still crucial.

Final thoughts

Once you've put together your CV – don't assume it's finished.

Every job is different and tailoring your CV accordingly is vital to standing out. Edit it in line with the job description whenever you make an application, and you'll be able to ensure it matches the specifications every time.

Highlight that you're the right match for the job by outlining:

- The specific skills you have to offer the employer
- Relevant accomplishments and achievements
- The work and educational experience you have in their field
- Personal qualities that will make you right for the role
- An understanding of the job requirements

3.1 Topic 1 Time Management

Before doing my researches and before attending to this course I never thought about time management. I didn't even know that there was such a thing . I always hated to make plans or a To-do list because I could never set my mind to do something by boom . I learned a lot about time management and I wish I knew before more about it . This way I would have been 10 times more punctual to my every day tasks

3.2 Topic 2 Paraphrasing

About paraphrasing I learned a lot in school and I really knew how to avoid and make the difference. But is a tricky chapter in which you can never be sure about it . I learned through this report a lot and I hope I'll be able to distinguish it better than before .

3.3 Topic CV writing

I always had a hard time making CVs . It was like an impossible task for me . But now I learned more about it and I'm happy to say that I can easily write a Cv with no problem.

Conclusion

After I did my research in the topics I wrote about I realised that I knew not even a half of the things I had to know . I learned a lot through my research journey and I am happy for that because I will meet them in my every day life . Time management is a non-stop thing that I have to do to keep up with my life . A correct CV

is very important because based on that piece of paper we are getting our jobs to survive . And last , paraphrasing will help me to get through school easier .

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