AberGrad Skills Checklist – First Year Undergraduate Students

Studying for your degree will give you a lot of skills that you can use in other areas of your life and also in the future after you have graduated. In the same way, you will develop skills as a result of your extra-curricular activities that will also be useful to you in your academic work. Complete the table below as you progress through the year to see what skills you have.

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| ***Things I’ve done*** | ***Skills I’ve developed*** | ***How I developed the skills*** |
| ***Degree Course*** |  |  |
| Write essays | Research / digital literacy | Used journals, books and online resources to find facts and information on a specific topic |
|  | Critical analysis and evaluation | Selected the information, knowledge and facts that were necessary to me in putting essay together and relevant to point I needed to make |
|  | Written communications skills | Put together an essay that was constructed sensibly and logically, using correct grammar, punctuation and appropriate language |
| Attend tutorials | Verbal communication | Discussed topics appropriately with tutor |
|  | Commitment | Attended all tutorial sessions during semester 1 |
|  | presenting an argument | Took part in group debate and represented a specific viewpoint  |
| Hand in assignments | Time management | Working out a schedule for when to do the work so that it was ready by the hand in date |
| Group project | Project management | Had to discuss between us who did what tasks and what the deadlines were so we would get the research done in time for us to then work on the content of our presentation. Some in the group were not motivated and so I had to chase them and make sure they did the work because I wasn’t going to do it for them but I still want a good mark when we come to the end of the project. |
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| ***Departmental Activities*** |  |  |
| Assisted with Visiting day  | Communication | Had to speak with parents and prospective students as well as work side by side with lecturers. Learnt the need to communicate in different ways in order to be appropriate and polite |
| Become a mentee | Negotiation | Had to agree with my mentor the role we both play in the partnership and what my expectations were |
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| ***Clubs, Societies and Sports*** |  |  |
| Joined Korfball Club | Compromise Team work | Had to agree between us, in a group of 65 people, who had access to courts and particular times and how long we could all play so that everyone had a chance |
| Joined Aber Student Media | Technical audio-visual | Had to learn quickly how to use a camera to film clips of students and staff for first edition of The Courier. Helped with some audio work too but prefer using the camera |
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| ***Hobbies and other Interests*** |  |  |
| Knitting | Problem solving | Understanding and using complicated cable patterns and multiple colours in making fair isles jumpers |
| Playing in a Band | Team work | Playing together, listening to each other, sharing creative ideas and recognising who is best at different aspects of the band’s creative development |
|  | Negotiating | Persuaded a local pub to let us play one night a month. This has now increased to twice a month and on Bank Holiday weekends. |
| ***Part-time Work*** |  |  |
| Serving customers | Working with the public | Dealing with impatient people and some people getting annoyed because they thought they’d been waiting too long, having to be polite all the time |
| Waiting on tables | Dealing with pressure | When times got busy it was difficult to remember all the orders and to keep customers happy when things got delayed in the kitchen and they had to wait for their food |
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| ***Other Experiences before University*** |  |  |
| Mentored yr. 7 – 9 pupils during yrs. 12 and 13 in English and Maths | Teaching | Had to teach younger pupils the basics of both maths and English, so I had to learn how to explain things in different ways to get them to understand. Needed lots of patience! |
| Painting and decorating business | Business managementCommunicationTime managementCo-ordination | Met with clients to see what they needed and then quoted for the jobs. Had to organise and time management everything in order to ensure job was completed on time and that the customer was kept happy. Submitted invoices in a timely manner and had to make sure payments came through to keep me in business. |
| Bringing up children | Leadership  | Needed a great deal of patience and negotiation skills as well as leadership to manage a household, a partner, three children, and finances properly.  |
| Travelled for a gap year to the Far East and Australia | Planning and organising | Worked out where we wanted to go and had to sort out the practicalities of the travelling before we left the UK as we may have had to apply for visas depending on how long we were staying in certain countries. |