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Table of content:

Introduction.....	3
Critical thinking.....	3
Problem solving.....	5
Decision making.....	5
Creativity.....	5
Listening	8
Summarising and paraphrasing.....	8
Conclusion.....	9
Reference.....	11
Appendix.....	12

REPORT

Introduction

Academic and employability skills are important, and a lot of emphasis is placed on them nowadays. This report aims to analyse several 5 academic and employability skills: critical thinking, problem-solving, decision making, creativity and listening. **Academic skills** as researchers describe are a large group of acquirements, learning methods that are organised effectively in time, used for helping students to succeed in their study independently (Upson, 2019). In an online business dictionary, **employability skills** are defined as a group of knowledge and characteristics necessary in a workplace, which helps employers/employees to perform and manage/integrate with/into the team.

Critical Thinking

Ability to think critically, how Edward Glasser (1941) said, is a form of exploration of facts or knowledge which supports an idea to be logical and objective. The capacity to think critically is a significant element for students and employers and can be increased through exercise and simulation. Intellectuals propose some ways for avoiding the problem: think five steps ahead of the game and putting you in the middle of the model. The first model can help students or employers to correct their work or reports critically and sending it for correction or improvement to trusted clients/friends. The next step is choosing the wisest decision and gain more success for it. The second idea can originally prevent the problem and teach the team how to work on common objectives (Viljakainen, 2011).

Academic critical thinking aims to help students to increase acceptance, confidence and as a result, they will be overcoming listening anxiety and the ability to speak more openly. Furthermore, workers with this ability are well

informed and open for opposite views. This means they do not take the observation too personal and they can be ready and prepared to speak under pressure to convey the message – an important skill for a leader (Davys and Beddoe, 2010).

Therefore, using the Mahanal & Zubaidah (2017) model - through identifying the problem, construction of the solution, solving the problem, reanalysing the solution and extending the solution can determine students to reflect like a professional. However, this skill is potentially a significant element for a specialist in health and social care, because for being able to recommend an effective treatment, the specialist should analyse the problem and resolve it step by step.

I must improve this skill because that can help me to make better decision in my life, to choose people who are around me, be more successful at job interviews, even to pick better content for University assessments. It is believed that people with analytical thinking have a stronger emotional intelligence and can control the tone of their voice, body language, behaviours, etc. In addition, the teachers can help and advise us to improve our critical abilities, writing style, the strategy of active listening, body language, etc. (Cottrell S. 2013).

Decision making

A decision is a situation where options should be deliberated as Elwyn (2009) said. Therefore, academics consider the decision-making process as a step of problem-solving. This can have a positive or negative impact on our life or workplace, depending on the motivation and expectations.

The decision-making process is a crucial factor when people are working in a team. In that situation, people must achieve a consensus, and finding the meritorious decision by vote. Therefore, with the right attitude can be

compromising the team and they can find the most consensus solution for being happy all the parts and avoiding the failure. Through the team experience at digital skills and research method, when everybody wants something different to choose for the presentation, was relevant for a group to work consensus. Therefore, when all the members work for an interesting subject, the success of the team is increased. However, research has demonstrated that, if people can take a critical decision, they can be independent in life, because they are prepared to accept the consequences. The methods for overcoming the habits, in social care, must be a meaningful element for some particularity groups of people and specialists have to propose common arguments and benefits, for a treat it and convince the patients to accept it in a reasonable way (Morgan, 2017).

According to mind tools quiz, I should increase my skills and going forward must attend the right process, because sometimes I do follow the other decisions. In this way, should be brave and promote my thoughts with getting the decision. I can become professional and successful with my innovation, before someone else will take a decision for me (Mindtools Ltd, 2019).

Problem solving

Problem-solving as a Charles Kepner and Ben Tregoe identified is a part of the scientific decision-making process (Morgan, 2017). In current stage ability to monitoring the problems, efficiency is an essential thing, that why for being a specialist elevates who resolve the problem creatively, as a first step people must know a circumstance about the problem.

I should increase this skill and thinking more about how to resolve the problems in a positive way and resolve it with control of emotions and trying to find a new method for doing it more effective next term. On the one hand, by resolving the problems through John Dewey's model (1927), people can become

more responsible and avoid it next time. On the other hand, previously applying a treatment, the specialist has to analyse, generating some solution, evaluating, deciding the solution and think about how to implement it. Otherwise, by postponing things and avoid the problems and decisions, a co-worker can lose their friends or colleagues esteem, their interests and needed. That why we must resolve the problem in an original way, sometimes by consulting the professional for increasing the result, sometimes supports their troughs in a critical way (Maund, Schriek and Tinkler, 2017).

The specialized of literature comes to our aid and purposes of some solutions to solve problems in an academic format. As a Tom Peters said in his book 'Professional Service Firm', accepted by International Institute for Management Development, the problem from an organisation must be avoided/resolved through developing cooperation, choosing the right managers, being truly customer-centric and embracing social networks. This knowledge could be interpreted by picking the right people, in the right function and offer them the right work - must result in the professional result. However, the occasional mistake is accepted because 'where is no mistakes are made and no information is shared, nothing is learned'. On the other hand, the specialist sustains the ideas as a presumed failure of the problem is means the content was not adequate understanding. For finding a way, it is important to keep motivation, enthusiasm, patience and simultaneously keeping the contact team and believe in the effectiveness of work (Viljakainen and Mueller-Eberstein, 2011).

Creativity

Creativity can be defined as a capacity of using imagination originally (Stevenson, 2010). Therefore, individuality and charisma are useful to treat for a leader because his employers have to prelate it like something 'wants to follow'.

An authentic person it is important to avoiding plagiarism and believes in a personal viewpoint. In process of team-building at work, it is no time ‘to know each other’, that why the manager has to use his artistry way to construct confidence, respect and work for common goals, if not, team-working can reject their ideas because these not inspire creativity. For improving the time management and quality of work specialists support the idea which proposes creating sensitive groups with motivational seminars. In this way, the employees will be sharing, will explore for common objective and will resolve the problem easily.

Therefore, by being unique and take off the strengths might be the right way for credibility and problem-solving. Mark Mueller-Eberstein and with another’s digital cowboys through experience confirms those said above, and support opinion which implies achieving goals between Left Brain (management control) and Right Brain (creativity and development). A significant aspect for becoming a winner is abandoning the olds mentality, theories and working with an open mind for building originality as a Darwin said: “It is not the strongest who will survive, nor the most intelligent, but the one most adaptive to change”. Therefore, for creating their style, people should increase emotional intelligence, change numerous psychological and structural aspects. As a model of creativity can be China’s technologies. Subsequently, that confirms by encouraging and accepting every idea like a potential inventiveness, people can discover a new gadget (Viljakainen and Mueller-Eberstein, 2011).

Creativity is one of my strengths, but often I renounce to show it. As a creatively dream for me, in health and social care is improving the quality of schools with less money in poor countries and combat deadly diseases by avoiding impediments (Bishop, 2009).

Listening

Listening actively is the capacity for understanding the speaker's message with precision (Stevenson, 2010). Listening well is an essential element in our professional development. An authentic listener must be receptive to information sent from the sender. If the students must listen well by taking the note and intervene in discussions, the result of studying will be more productive and successful. Furthermore, by increasing the listening skills the process of terms memorizing will be easier to learn and practice of knowledge in work as well (Dawson, 2011). Moreover, when people are active listeners, they can form a good relationship with society, avoid misunderstanding and keep a positive atmosphere with employers and friends. Therefore, by practising listening skills students can progress and become an appreciated collaborator, an expert in problem-solving even leadership (Eze, 2019).

Turkish researches show a few necessary methods for developing the listening process. Previously they encourage friendly relations between teachers and student's vs manager and employer, which can create a democratic environment for the learning process and doing an activity with feedback. Another solution to increase people's listening skills is improving their self-confidence. Therefore, that releases one meaning: learning is doesn't matter where in the workplace or university, critical praise can help people to understand the content in a positive way (Wenström, et al, 2019).

I must improve the listening skill in academic manners and use the Brownell model (1991) when I am decoding the message through hearing, understanding, remembering, interpreting, evaluating and responding. Moreover, I should practice more my concentration through socializing, keeping relaxing in speaking and create immunity in my mind from internal and external distractions.

Summarising is the ability to write the content clearly and short in your own words. This skill is important for students because in their report they must to analyse an extensive subject in the best shortest way through analysing context between new creative techniques, methods, solutions. For doing a good summarising can be used the following technique: read the text, extract the keywords/main ideas and rewrite the subject by keeping the content by asking the question: Why? Who? How? When? Where? Summarising is essential because people learn how to be concise to the subject.

Paraphrasing is an ability to transform the content of the text by arranging it by following the steps: put the text in your own words, keep the sense of content and including the meaning parts. For doing a good paraphrasing is relevant to follow some steps: understand the text, using different words or sentences, change the structure and content. Later, the student should add some examples, experience or theory regarding the subject and check again the mistake. With experience in paraphrasing, students can enrich vocabulary, learn grammar and develop the ability to express in English.

Conclusion:

Overall results demonstrate academic skills have a strong effect on a personality in the workplace and society. Therefore, after a smart experience in University, students can understand clearly, sharing and help themselves and society through personal development, because each is reflected 'like a mirror'. Subsequently, following the research, models, and theories, students with powerful academic skills will be more capable to found efficacy solutions, in their life and surroundings.

The board implication of the present research is that abilities have a beneficial influence on vitality and mental well-being. Ideally, these analyses

should be replicated in a study where through practice people should increase the quality of listening, critically thinking and generate a positive connection with others. As a result, these findings provide a potential mechanism for people to integrate more easily in society through free discussions, taking decisions and resolve problems with more self-confidence.

Looking forward, further attempts could prove beneficial to the character and capabilities of personality. Therefore, students who think critically can read the colleague's feedback for reports and win more success in the future and reread it every day to make it applicable. This is very much the key component in future attempts to overcome assertiveness, motivation, relation with people and effectiveness of work, etc.

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Appendix:

 **UNIVERSITY OF WALES**
Trinity Saint David
LONDON

Academic and Employability Skills – BMSW4001
Term 1
In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Chitoroga Cristina **Student ID:** 1904384

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1 Write a paraphrase of the following passage.

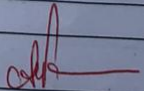
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation mandating that standards be created to permit companies who could prove that their chocolate was produced without forced labour to label their chocolate "slave-labour free." The chocolate industry agreed to an international protocol that would give chocolate producers four years to limit abusive practices.

When we speak about chocolate, someone can think of love, someone else at birthday. Therefore this is the easy and inexpensive way to celebrate something.

In XXI century

All the ^{\$B}producers have of chocolate had ~~term~~ ~~limit~~ ~~x term~~ to improve their quality.

Lecturer's comments: You need to improve your paraphrasing skill & grammar.

Lecturer's signature: 

Date: 14 November 19

1 | Page

Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

1) There will be a few changes around in the office. (announce)

The boss said to their coworkers about importance of making some in the office. ~~objects~~ X

2) He doesn't write to me as frequently as I wanted.

I wish frequently message. I feeling important in relation when he write ~~not~~ X

3) We were concerned about her health.

We had some information about how she is feel. X

4) You weren't careful, so you made so many mistakes. (had)

If I will be more attentive next time I will avoid to do so many mistakes. X

5) The council cut funding so we could not provide free parking.

Because of the council lodge had changed we have to avoid public parking. X

6) His proposal was a failure as it was too theoretical. (relied)

His proposal wasn't with matches. Next time we have to speak with him for explain the meaning ~~easier~~ for as. X

7) It was Mary who stole money.

He accused Mary for dissappeared money X

8) He seems well-educated. However, he's not very bright. (although)

His behaviours is not bad, but he can work more with that. X

9) Universities place the burden of understanding plagiarism and attribution conventions on students.

The responsibility for plagiarism is only students decision, because they ~~had~~ informed about the consequences. X

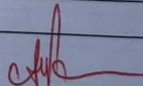
10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

Third from one hundred of young people, after 2-3 years are pregnant again. ~~women's~~ X

Lecturer's comments:

you need to focus more on grammar. X

Lecturer's signature:



Date:

14 November 19

Student Name: Chitoroga Cristina Student ID/Group: 1904 384

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

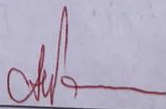
After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5- 10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: _____



Date: 12.12.2019

Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

Leaders sustain ^{that} idea as: for developing leadership people have to follow some instructions with devotion. Leader never must to think about the result or failure. Moreover, a leader with influence must to manage his time, think about their priority and method of work and being able to solving the problem. All these problems as Marcus Aurelius said in "Roman emperor and Stoic philosopher" can be avoided following 3 steps: knows about his feelings and work with it, improving body language and doing a reflection in the evening through evaluating and improving the skills for next time. ^{he was an emperor}

Lecturer's comments:

Good summarising skills. You just need to use paragraphs. Try to reduce the number of language errors.

Lecturer's signature:

[Signature]

Date:

12/12/2019