

BMSW 4003

ASSIGNMENT

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Introduction

This report will discuss about the chosen topic that are studied in this module. This report will give the brief about the academic aspects and to study the concepts in detail. The report considers the terms time management, plagiarism study, summarizing the study and the further related concepts.

Time Management Definition

The concept of time management considers the concept of making proper organization of time and designing the plan in a way that is helpful in managing all the activities and actions. A well management of time is helpful in making the working in an efficient way that is turn is also helpful in completion of all the cations within the given timeframe. This makes the management of the work easy and helps in taking the better actions and working without pressure and problems.

Benefits of Time Management

To manage the time is a concept that can be helpful in every aspect of life varying from the normal routines to the wok place. It is a crucial management in all the aspects. This concept has ample of benefits attached with it some of the benefits can be addressed in this are as follows-

1. Lower level of stress

The person has a specified time frame in which they have to work so it does makes a proper flow of work in which the person can complete the work timely and take all the necessary action sin the right time frame without creating pressure and lowering the level of stress that they might have addressed (Ansar and Baloch, 2018). The things are done right in this way and the person can work stress free and can give more efficient results.

2. Gives us more time

If a person manages the time well than they can adjust their time frame according to the materiality of the work. This helps the person to give the better and more time to the activities that are more material to them.

3. Offer better opportunities

The time frame makes the schedule of the activities to the person, that in turn helps the person to move in a way that they can invest their free time in getting some more productive activities and

grabbing better opportunities (Ansar and Baloch, 2018). This in turn helps in seeking the better places in the business and also help the person to take better opportunities.

4. Helps making the better goals

The person can achieve their goals in the time frame and can further develop their overall goals and motive achievements. This is helpful in taking the entire achievement.

What are the simplest tips for managing your time?

1. To set up the goals and motives in a realistic way
2. TO adopt a better time management activity.
3. Taking proper monitoring and time auditing
4. Taking the better actions
5. To follow up with the given the specific rules
6. Adopt the healthier life goals.
7. To make the proper structure in a works as per the times.
8. Elimination of activities that are wasting the times.
9. To follow up with refreshing breaks and additional aspects (Ansar and Baloch, 2018).
10. To take up the meditation and proper activities of concentration.
11. To make the follow up plan on the previous day.
12. To take the proper level inspiration and giving the follow up structures.
13. Work under the proper guidance structure.
14. Do not use the mobile phones and social media applications while working (Ansar and Baloch, 2018).

What are the Effects of Poor Time Management?

1. Procrastination

This is the most crucial element that might give the poor time control to the people. The people how do not control and the management over time such people majority of the time addresses failures and take their work incomplete (Millan, 2016). This concept also gets the person under the work pressure and also giving them the higher level of stress.

2. Lack of concentration and bad scorings

The person if not manages the time effectively than they face the situation of work accomplishment and thus resulting in getting the bad scorings and also reducing their concentration and the stress level (Millan, 2016). The person needs to address proper working in the specific time frame and working criteria. This results in the lowering down of the academic performance of the person.

3. No success in any of the aspects of life

If the person fails up with their activities and any of the operations because of time management that it can be noted that their operations would always stand delayed up (Millan, 2016). The person will be stressed and would never be able to compete any of their works and actions in the given time frame that would result in the work failures and the overall disgrace in the success of the person.

How to write a CV

Curriculum Vitae is the person's work and achievement life story in a single set up paper that in brief gives the entire detailing of the person via single document and the person reading it can understand the entire working and educational behavior of the person and his academic and additional achievements.

Every person while applying for a job has to prepare a CV that would be helpful them for achieving their desired job position at any place globally.

To ensure your CV stands out, follow the recommended structure, and tips below:

1. The first part would include the personal details including the name and the primary contact detailing of the person
2. The contact details entered should be correct and in a way that the employer can reach out to the person in the easiest and the simplest way.

Introduce yourself

In this point the person needs to give their personal detailing in regards with the educational and the working background that the person has belonged to in their previous life. The person shall define all the necessary criteria that are demanded in the job position for which the person has applied.

Summarizing the skills

The person shall give all the details and their existing skills in the bullet points that are concise and detailed to the person and can appropriately take up with the specific details and also giving the employer the idea about the skills that the person possesses.

Giving the job relevant working experience

The person should address all the relevant and the necessary details about the work experience that you have gained at the previous work places and how these would be helpful in making the operations effective and efficient at this work place. The employer shall know the work and the position at which you worked at the previous organization.

Highlights about your achievements

The achievements should be defined clearly in the CV as the employer would firstly study this document about the person and the employer shall know about all the achievement that the person has achieved in their life so the position can be offered to them in a proper way as per the work experience and the achievements.

List any training, education, and courses of yours

This is an additional part that includes the details about the person in the way that can somewhere be helpful to the person in achieving the desired job position. It is necessary just to enter the detail in CV that is relevant to the job position and the desired positioning.

Mention any interests/hobbies

In this section, the person shall highlight the personality details by writing the areas of their interest and the hobbies that they have. No person can make the criteria of this section, this is entirely dependent over the activities and the interests that the person possesses.

References are available

This section includes the reference list that the person gives. It is given if the employer needs to make the work or any other related query in regard with the person to whom the CV belongs than they can make direct contact with the references of the person and can know the detailing to this reference.

Common and crucial tips for drafting a CV

- The proper synonyms and the words are chosen in the CV that directly describes the person
- Surely highlight all the specific skills and knowledge that the person has
- No such terminologies shall be used that are underline by the entities
- Majorly includes the mails and mobile phones
- Check over the grammar and the spellings, the person should recheck the written CV that should make the check over the written work as the wrong spellings and grammar give a bad impression to the employer.

What is meant by paraphrasing?

Paraphrasing refers to describing the ideas and the opinions of the person in their own language and world that can express the outcomes in an influential way and as per the opinion of the person (Lewis, et. al., 2020). The information should be conveyed in a way that it expresses all your opinions with no common issues and making the better wordings.

The concept of paraphrasing is not a part of summarizing instead it is way of describing something already studied in your words and as per the person's opinion (Lewis, et. al., 2020). Paraphrasing is not making the work in a shorter form rather it includes the writing of the work in the similar concept. This does not refer to shorten the work but instead is a way of writing in own words.

The person shall express the work in such a way that it does not seems copied rather presenting the overall concept in the shorter way. Paraphrasing means to re phrase the data in the way it is different from the original concept.

Avoiding Plagiarism

Plagiarism is a concept that refers to the copying of data from some original sources. The term paraphrasing is referred to as the re framing of the original work and the available data. Plagiarism in the simplest words could be explained as if the paraphrasing is not done in a healthy way that it can lead to plagiarism that is the copying of the data from the original or already published articles or journals.

To avoid this the person shall make the paraphrasing in a good way by using the quality words that does not change the meaning of the concept and also eliminates the chances of plagiarism.

HOW TO AVOID PLAGIARISM IN ANY INFORMATION

The following things could be addressed in the writing to avoid the chances of arising plagiarism from the file that is developed:

PICK SPECIFIC WORDS AND PHRASES

Use the specific phrases by giving the quality words to them without changing the meaning and the overall concept of the chosen word (Lewis, et. al., 2020).

PUT YOUR INFORMATION AND IDEAS

Even in case you are the use of your words, in case you received the statistics or thoughts you're providing from a source, you should write the source.

Be Clear and Concise

To paraphrase does not mean to expand rather it refers to choose the quality words that in turn will give the concise data but the meaningful one (Kim, et. al., 2018). The person should use the proper citations of the work so that the work can be referred in a specific way. The most appropriate way of writing this is to make the concept in your words that should be clear, easy to understand and shall not use tricky words.

What is summarizing

To present the large paragraphs and writings in the short forms is referred to as summarizing. Summarizing does not mean to present short part of writing rather it includes the concept of writing the entire document in smaller form that gives the entire overview of the whole writing for which

the summary is done. In summarizing the meaning and the concept of the summary does not change it shall be in the direction of the original writing.

The following stages may be useful:

1. To choose an appropriate writing
2. Understand and re-read the work for one or two times.
3. March the important times
4. Keep searching over the crucial data and information
5. To create an idea between the data and the article
6. Read again the marked lines.
7. Similar ideas can be put into the meaningful sentences that would help in making the summary effective and interesting to read (Ramsey, 2017).
8. Try to concise the data
9. Make the effective word use that is unique and catchy.
10. Recheck and consider the accuracy of work.
11. Describing the summary in a form of paragraph.

To present the data in the good summarized form, the following are the key points that are to be considered and making the summary effective and the shortened path of the original work:

1. To setup the work in a concise form is a crucial task to be followed up (Liu, et. al., 2018). Summary shall be done with the concept of making the bigger picture of the writing in a smaller frame that gives the overall idea that the original work is presenting.
2. In the summary, the present tense should be considered and the entire work should be done in this tense only.
3. The name chosen shall also present the data and the connection with the original one (Liu, et. al., 2018). It should not be bulky.
4. The work claim and argue shall be used rather than the concluding terms (Liu, et. al., 2018).

What are the differences between paraphrasing, summarizing, and quoting?

The concept of presenting the original data in your own words is referred to as paraphrasing. This concept involves the study in the way that in turn will help in making the presented information in the original words of the writer. This does not refer to concise or expanding the data rather presenting the original work in own words.

To shorten the already presented data is referred to as summarizing. It is a concept that includes the data in the short form that would be helpful in giving the data in the same direction as that of the data presented in the original work for which the summary is presented (Angelidis and Lapata, 2018).

The term quoting refers to take and quote the originally used data from the sources in a way that is helpful in addressing the word by word concept by using the proper quotation and work ideas (Angelidis and Lapata, 2018).

All these three concepts are distinct from each other and had their own relevance. None can match the effectiveness of the other and also is helpful in describing the work in different ways.

References

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