

Academic and Employability Skills

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Introduction

Academic and employability skills both are very much important in terms of building a good or great future in every individuals life. These two elements are highly connected to each other. Because the academic skills broaden the way of the employability skills. In this era of competition, every organization focuses on the most skilled employees and personnel for their organization. That's way different employment skills of the individuals are very much important. One must develop their academic skills along the employability skills to provide a good performance in their professional life to an organization to have a good career in their life (Miller, Biggart and Newton, 2013).

Reflective reports, learning and understandings

There are different articles and papers we have studied so far and analyzed related to the academic and employability skills those has helped us to learn and better understand about the basic elements of the employability skills and different skills those can enrich our ability to serve an organization for the betterment and development of the organization that is very much necessary in one's professional life. And these skills must be built from the academic stage of any one's life. Here is some reflective report we have identified and analyzed to understand the basic of the academic and employability skills (Griffin and Annulis, 2013).

Tymon & Batistic in the article named “Improved academic performance and enhanced employability? The potential double benefit of proactivity for business graduates” in 2016 tried to find out the important and benefits of the academic performance in the employability skills and how the academic performance helped the learners to enhance their employability skills. Among the business graduated, it is very common in their university or in the college to have good communication among teachers and students, study skills, reading, writing, good thinking, analytical skills, report writing, presentation and management of the academic courses and reading are all important to enhance the employability skills.

Because these small activities in the academic life are helping the graduates in wider context in their professional life. And it is found after the research by the author that the academic

performance may increase and develop the employability skills of the learners (Tymon & Batistic, 2016).

Overtom, 2010, in his book named **Employability skills: An update**, identified the different skills related to the employability skills in context of the recent competitive business environment and how those skills can be derived for the core academic and basic skills of the academic stage in everyone's life. This is a very important article that can easily help us to understand the employability skills in our life. In the article two main areas are identified. They are;

1. **The implications for learning:** The implication for the learning may affect the development of the employability skills in one's career. That's why in the academic stage the learning environment and the strategy in university or college must be favorable for all learners so that they might not face any challenges in the learning process that will develop their professional and academic skills (Johri, 2011).
2. **The educational response:** Here it is perceived that the education institution or the educational or learning process in the academic stage must be linked and responsive with the professional or employability skills. Because this is the stage in which the skills would be developed and built that would be applied by the learners in the professional life. Like the managerial skills, communication, technological and many other skills must be built in the stage of this academic stage. That's why the educational responses are given importance in the paper (Overtom, 2000).

Robinson, in the article named "what are employability skills. The workplace" also identified some important employability skills those are needed for the effective working environment. Reflective on these skills may help us to develop and understand the skills required for the effective organizational environment and for the success in those organizations. For example;

Basic Academic Skills	Higher-Order Thinking Skills	Personal Qualities	
· Reading · Writing · Science · Math · Oral Communication · Listening	· Learning · Reasoning · Thinking Creatively · Decisions Making · Problem Solving	· Responsible · Self Confidence · Self Control · Social Skills · Honest · Have Integrity · Adaptable and Flexible	· Team Spirit · Punctual and Efficient · Self Directed · Good Work Attitude · Well Groomed · Cooperative · Self Motivated · Self Management

Taking the responsibility, confidence, honesty, flexibility with the condition and environment, teamwork skills in the organization. Good work attitude, competition skills, self-meditation, leadership skills in the organization are all important for the employability skills for any organization. And all of these employability skills will be derived for the core and basic academic skills like related to reading, writing, Study skills. listening, thinking, solving problems, decision making, communication skills etc. SO here also in this article the employability skills are high linked with the education or academic skills those are the basics of the employability skills in one's life. That's why the academic skills and stage must be given more important to develop the ability in the professional life or career (Robinson, 2000).

“Building employability skills into the higher education curriculum: a university- wide initiative” by Stephen Fallows and Christine Steven also uttered the importance of the academic skills and performance for the professional and employability skills in one's life. In the article it is observed and identified that the academic skills increase the prospects of the good employment through developing the employability and professional skills of any person or the learners. That's; the reason the academic stages must be given more importance to build the basics of the employment skills development and it is important to get a good future in one organization and proved effective support and service to the organization for the development of that organization.

The higher education is the greatest stage where one can improve their skills for the employment and full the employability skills to get a good stage in their professional life. As in this stage the understanding and skills development ability of any learner are high, they can easily get and understand their basic to learn to provide best effort and service in every stage of their life Fallows (S. and Steven, 2000).

What skills I have and what I have to prove

As a learner I have some core and basic skills for what I am confident to do well in the professional and employment life. Although these skills are very much related to the academic skills but this is the basic for the employability skills and this will definitely increase my ability to have a good professional stage in my life. The core skills that I have and also i have to prove in my professional life are:

1. **Study skills:** Study skills both the reading, analysis, research and understanding are very much significant in the professional life. To understand the organizational vision, mission, condition, market, business strategy and many other purposes the study skills are necessary that I have. And it has been developed through the study practice in my academic performance. I have to prove this skill in the professional and employment stage through good research and study and also through good analysis of the organization, market and the other areas for the betterment of the organization (Sander, 2009).
2. **Communications skills:** I have also a good communication skill. Through the communication practice in the academic stage among the students, Learners and teacher and also sometimes in the practical session with different organization, personnel the communication skills have been also development that is also necessary for my professional life. In the professional stage I have to prove this skill through maintain a good communication among different entities of the organization (Bharathi, 2016).
3. **Technological skills:** As a business graduates we need to have a good technological knowledge and digital touch for the innovation of new ideas and maintaining n business activities. Aa in recent days the technology is a big part for the development of the organization., that's why this is another skill I need to prove in my professional skills (Bednarek, 2013).
4. **Management skills:** I have another skill that is also important for the organizational development and management and that is management skills. I have learned the skills through managing different activities and task and event in my academic life.
5. **Learning skills:** I have also learning skills. I would be able to learn and apply the learning in professional life well that will enhance the capacity and output ability in my professional life (Listening Skills Tip, 2018).
6. **Teamwork.** Team work and group work is a very common acivi4s in academic life. And from this stage I have also learned the teamwork and group and leadership skills that would help my professional life and employment stage.



I have most of them skills but I did not have enough opportunity to prove it and apply my workplace. These skills are hidden matter those should be disclosed properly.

Own SWOT analysis

Strength	Weakness
MY biggest strength are y skills those I have gained from my academic stage like the study skills, learning, technological, management and leadership skills.	My weakness is that I have little experience in the professional life. I have skills and yet to be proved. In addition to, I have not been able to achieve fluency in English language well so there is little bit weakness.
Opportunity	Threat
I can easily find a platform to prove my skills of my academic stage in the professional stage	It is very much difficult to apply the skills in the professional life for the first time and get the best output that is a tentative issue (Mindtools.com, 2019).

Structure of academic report

A good academic report is very much similar to the report of the different research and business organization. The skills related to the academic report denotes that there is a good skill related to research, study, analysis and reporting that would be helpful for any organization. There is common structure of a good academic report that can increase eight skills of a learning in term of the employability and professional life (YouTube, 2019).

1. **Introduction;** In this section the title of the report, background and rationale of the study or the analysis are identified carefully. Sometimes the objectives of the analysis or the study or the research are identified in this section of the academic report.
2. **Literature review:** The literature review refers to the review of different article and paper related to the research title or the analysis area. Here the researcher goes through the articles, books and materials related to the study topic and gets some aides about the further approaching of his or her each are.

3. **Methodology:** The methodology of the research or study is very much significant to identify in the academic report because it will provide the validity of the report. Different methodologies and approach related to the data collection, data analysis and making report must be identifies in the report.
4. **Findings:** In this section of the findings of the study topic or research areas are identifies for further analysis. The core finding, facts are written in the finding's sections of the report.
5. **Analysis and presentation:** A good academic report includes the data analysis and presentation of the found data. In this section of the report the found information are critically analyzed and presented in different angles and with graphics and diagram for overview and good understanding of the information.
6. **Conclusion and recommendation:** In this section, a overall conclusion based on the total research, findings are written in the report and also some recommendation are provided for the further improvement of the study and the areas of the study.
7. **Bibliography:** Referencing is an important element of the academic report. In this section the different sources of the data and study materials are provides for further study and different writers and researcher are acknowledged for the secondary information. SO, this is another significant stage of the academic report.

Case study Analysis

In context of one of the biggest retailer organization in world named Tesco that is the 3rd largest retailer business organization in the United Kingdom. The recruitment process in the organization is very much touch in context of the employability skills. As it is a successful retailer organization, they are very much focused on the marketing and providing service to the customers. For this they need very good marketing employees, manager and good leaders for the development of the organization. They focus on the technological and innovative, decision making, leadership skills and also the marketing research skills into the employees so that they can improve their organization (Tesco.com, 2019).

Understanding the importance of the employability skills in the business sectors the education system has been development dramatically in the country. Different business schools providing

practical trainings and learnings to the learners to build the basics for the employability skills. The higher education in United Kingdom is very much developed where different people from different countries come to have training and education to have good academic and employability skills to enter into the business organization and serve the organization to build their own career (International Student, 2019).

Conclusion

So, it is easily conceived that the employability skills are very much important. And the academic stage is the most important stage that can help the learners improve their employability skills like the management, leadership, technological, study skills and others. Through these skills one can easily apply their basics in the activities of any organization and produce a good output that would be more helpful for the organization and the person himself.

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Sander, R. (2009). Essential Study Skills for Health and Social Care. *Essential Study Skills for Health and Social Care. Nursing Standard*, 23(46), pp.30-30.

Tesco.com. (2019). Tesco - Supermarkets | Online Groceries, Clubcard & Recipes. [online] Available at: <https://www.tesco.com/> [Accessed 19 Aug. 2019].

Tymon, A., & Batistic, S. (2016). Improved academic performance and enhanced employability? The potential double benefit of proactivity for business graduates. *Teaching in Higher Education*, 21(8), 915-932.

YouTube. (2019). Academic Report: Overall Structure. [online] Available at: https://www.youtube.com/watch?v=1hNC_me9aVM [Accessed 19 Aug. 2019].

Paraphrase the following sentences from student paragraphs to avoid plagiarism.

1. However, college students today are the first groups of students to need the Internet for most of their schoolwork.

2. Chinese speculators are able to realize profits from this buy-and-sell practice as property prices are currently on the upswing.

3. Researchers have found a strong association between computer and Internet use in adolescents and engagement in multiple-risk behaviours (MRB), including illicit drug use, drunkenness and unprotected sex.

4. Drug resistance remains a major problem in combating HIV infection, but a different approach to drug development could be the answer.

5. North China's Shanxi Province, the country's largest coal supplier and most polluted region, has the dubious distinction of having 16 cities on the list. Neither Beijing nor Shanghai appear on the list. The report found that only 22.94 percent of sewage was treated adequately in the cities surveyed and less than 20 percent of household garbage met with proper handling. It said 178 cities examined had not built any sewage treatment facilities and 130 cities had not been equipped with garbage disposal plants.

In-Class exercise: Worksheet 2 – Week 7
Self-reflection about Assessment

Student Name: Cristina B. Aiodiz Student ID: 1818257

Module Name: Academic and Employability Skills (ACE)

Aims:

This exercise is aimed to help you record your reflection/understanding of module content and help you prepare your final assignment. Complete it as best as you can.

How much time have you spent so far to prepare for this assignment?

For to prepare for this assignment I spent
all my Sundays.

What progress have you made since Week 4?

I progressed very well since the first
weeks. I only miss a class, I like to
attende to the class because I learn
very well when listen the lecture

Mention three resources you are going to use for this assignment.

– People that can help with English grammar
– Internet
– books

What referencing style do you have to use? Are you familiar with it?

the referencing style that I use and for
me is familiar is Harvard.

Are there any challenges related to this assignment? Do you require any support?

If the moment I don't need any support.
I need more practice paraphrasing.

REFERENCING EXERCISE

Exercise 1

Six publications of various formats are described below. Try expressing the reference details for each in the Harvard style and putting them into alphabetical order in a reference list.

1. A book with the title: 'Occupational health and safety', published in Sydney in 2004 by McGraw-Hill, with authors M. Stewart and F. Heyes. This is the second edition.
2. A book with the title: 'Internal control and corporate governance', with authors K. Adams, R. Grose, D. Leeson and H. Hamilton, published in Frenchs Forest, NSW by Pearson Education Australia in 2003.
3. An article by M. Scardamalia and C. Bereiter, called 'Schools as knowledge-building organizations', published in 1999 in a book edited by D. Keating and C. Hertzman, called 'Today's children, tomorrow's society' in New York by Guilford as pages 274 to 289.
4. An article by J. R. Savery and T. M. Duffy, called 'Problem based learning: an instructional model and its constructivist framework', published on pages 31 to 38 in the journal 'Educational Technology', volume 35, number 5, in 1995.
5. An article called 'Integration and thematic teaching: integration to improve teaching and learning' by S. Lipson, S. Valencia, K. Wixson and C. Peters, published in 1993 in the journal 'Language Arts', volume 70, number 4, pages 252 to 263.
6. A videorecording of a television documentary called 'Embers of the sun', produced in 1999 by the Australian Broadcasting Corporation in Sydney.

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6. A videorecording of a television documentary called 'Embers of the sun', produced in 1999 by the Australian Broadcasting Corporation in Sydney.

HARVARD REFERENCING WORKSHOP

How would the following references be cited in your text, and formatted in your list of references?

Book

The Complete Guide to referencing and avoiding plagiarism by Neville, Colin
Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

In text: Neville, Colin Book (2010)

In reference list:

Neville, C. (2010)
the complete guide to referencing and
avoiding
2nd ed.
Published Maidenhead.

Chapter in an edited book

Cite a chapter by P Baty called Collaborative Learning from page 231 to page 248
contained in the following book: Study skills for Dyslexic students.

Hargreaves, Sandra

Book. English.

Published Los Angeles, Calif. ; London : SAGE 2007

In text: Hargreaves, Sandra. (2007)

In reference list:

Hargreaves, S. (2007)
Cite a chapter by P Baty called Collaborative
Learning -
study skills for Dyslexic students
Los Angeles California London
Sage

Journal articles

Putting the Defendant in Their Place: Why Do We Still Use the Dock in Criminal
Proceedings? Mulcahy, Linda. British Journal of Criminology volume 53 Issue 6 (2013):
1139-1156.

In text: Mulcahy, Linda (2013)

In reference list:

Mulcahy Linda (2013)
Putting the defence in their place: why
do we still use the dock in criminal proceedings
British Journal of Criminology
(1139 - 1156) volume 53 Issue 6

Equity and Efficiency in the Workplace: New Trends in Managing Human Resources. Reid, Douglas; Strudler, Robert; Ryner, Sara; Dyer, Lee. ILR Report 24.2 (Spring 1987): 35.

In text:

Reid, Douglas, Strudler, Robert, Ryner, Sara,
Dyer, Lee, ILR (1987)

In reference list:

Reid, Douglas, Strudler, Robert, Ryner,
Sara, Dyer, Lee. (1987)
(Spring 1987)
Equity & Efficiency in the Workplace
New Trends in Managing.
Report 24.2.

Newspaper articles

Daily Telegraph (London) October 21, 2013 Monday p1

Fears of rising bills as deal is struck for new nuclear plant. Roland Gribben

In text:

Roland Gribben
October 21, 2013

In reference list:

Roland Gribben (2013)
Fears of rising bills as deal is struck for
new nuclear plant. (Daily Telegraph)
Monday, (21) p1

Web pages

Type the following words into Google: **BBC news electronic retinas**. Write a reference for the article "Two blind British men have electronic retinas fitted".

In text: Two blind British men have electronic retinas
Fitted (BBC News electronic retinas)

In reference list: BBC News electronic retinas
Two blind British men have electronic
retinas fitted.
Google.
(Accessed 24 August 2019)

Wireless Quick Start Guide (Continue)

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling the correct answer and briefly explain why.

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed. Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it. Edward T. Hall, *Beyond Culture*, Anchor Publishing, 1977, p. 219

✓ * Paraphrase 1 - acceptable / unacceptable

Reason: Because He didn't says they tend to work

He said they have to work hard and long.

American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

✓ Paraphrase 2 - acceptable / unacceptable

Reason: that says about Bureaucratization is increasing of state American education and what are they need to

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

* Paraphrase 3 - acceptable / unacceptable

Reason: that says about bureaucracies is in increasing of state American education, but the bureaucracy haven't money

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, *Beyond Culture*, today's educational institutions "have no soul, no memory, and no conscience".

* Paraphrase 4 - acceptable / unacceptable

Reason: In his book He don't says that many public schools bear closer

In his book, *Beyond Culture*, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."

Lecturer's signature: in his book don't says that many public schools bear a closer

Date: 19.7.19

Sorry for this



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 1: Paraphrasing

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).

Student Name: Cristina B. Rindic Student ID: 1818259

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

Mike Erwin never wanted things that in the future, he became an entrepreneur or activist. Because, he hadn't envisioned himself as a social entrepreneur. He was very good at the program offered by the school, moreover he winning a lots of medals and awards. But his enthusiasm ~~that~~ ~~to~~ take ~~so~~ rapidly as TEAM RWB, without any intention. he became an entrepreneur. Later

Please continue to practice paraphrasing and language skills

Lecturer's signature:

Date:

~~15/07/19~~ 19.7.19

SUMMARISING

Task 1: Identifying main points from the text

The extract below is from a chapter called 'Whose health is it anyway?' by Brenda Smith and David Goldblatt (2004) from Open University course DD100 *An introduction to the social sciences: understanding social change*.

Please **read** the information outlined in the box below and **make notes** on the important points.

Whose health is it anyway?

Health seems to play an increasing role in our everyday lives. It is difficult to pick up a newspaper or magazine, listen to the television or radio, or visit a bookshop without being confronted with information on health or exhortations to avoid certain foods, take certain vitamins or minerals, take regular exercise and a host of other things. It seems that everyone is concerned with health – not just doctors and health-care professionals, but the government, the media and indeed all of us who each year make resolutions to eat more healthily, drink or smoke less and take regular exercise. A lot of this information and advice seems to suggest that we can influence the extent to which we enjoy good health through the food we eat, the exercise we take (or don't take), the 'good' or 'bad' habits we have. In other words, we each seem to be responsible for whether or not we enjoy full, active, healthy lives.

However, despite this rhetoric of responsibility for oneself and one's health, a close look at the same sources tells us that atmospheric pollution is a major problem of the era and that it is largely responsible for breathing difficulties such as asthma in our cities. In the twenty-first century we are also witnessing widespread concerns about the health effects of genetically engineered food and heated debates about just how 'natural' the 'fruit and vegetables in our shops and supermarkets are. Increasingly, too, we hear about the medical discoveries of genes which play a part in the development of diseases such as cancer, whilst drug companies constantly seem to produce new treatments for many forms of disease. Many sources also suggest that feelings of being uneasy with ourselves and the stresses and strains of everyday life cause many illnesses.

These arguments seem to suggest that there are many causes of illness which are not within the individual's control. As individuals we are concerned with maximizing our own health. However, these issues are also important for society as a whole. Apart from moral reasons for maximizing the health of the nation, provision of health services places a considerable financial burden on taxpayers. In Britain, around 7 per cent of the Gross Domestic Product (an indicator of the nation's income) is spent on health care services, whilst working time lost through illness places pressure on business and other organizations.

Now, read the extract again and **make notes** on the important points in preparation for an essay entitled '**What factors can be seen to affect health?**' You can use a dictionary if you need to.

Task 2: Summarising ideas

This task is designed to see if you can **summarise** ideas from course materials in **your own words**.

Re-read the text '*Whose health is it anyway?*' in the previous section.

Now answer the following question in **your own words**:

What factors can be seen to affect health? (Write about 175 words.)

Task

What factors can be seen to affect health?
Write about 175 words, summarising the
ideas from the text you have read.

a chapter called 'Whose health is it anyway?' by Brenda Smith and David Goldblatt (2004) from
Open University course DD100 *An introduction to the social sciences: understanding social change.*

Smith and Goldblatt (2004) suggest...

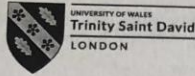
Smith and Goldblatt (2004) observe...

According to Smith and Goldblatt (2004)...

Health being connected with information on
Health, or exhortations to avoid certain foods,
to take exercise, take certain vitamins and host
of other things. ~~It seems~~ everyone is concerned
with health: doctors, health care professional,
government, media etc. but ~~it's~~ ~~our~~
responsibility to it.

Some ~~of~~ sources like as atmospheric
pollution is a major problem. that it is
~~not~~ largely ~~responsibility~~ responsible for
breathing difficulties like as asthma.

In Britain around 7% percent of gross
domestic product is spent on health care services.



Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising

Student Name: Cristina B. Rindicz Student ID: 1818257

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.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature: _____

Date: _____

16/08/2019

What did you like the most about the lectures? What did you find challenging/difficult and why?

- I like ^{it} because I can improve my English
I find it a little difficult because
~~is~~ it's my first language, but I understand
everything.

What is research? Do you know any types?

is a systematic inquiry to describe, explain,
predict, and control the observed phenomenon.
• Quantitative research
• mixed research
• Qualitative research

Give some advice about how to give a good presentation.

- * Speak clear
- * Good Power point.
- * Sometimes make question to the people if they understand.
- * Postures and gestures.
- * Shouldn't long

Your final thoughts and comments

- the classes could be more active and
interactive, sometime I feel asleep
because is Friday and is in the afternoon

Important note: if a student fails to attend all three sessions when these worksheets are completed, they may be required to attend a viva in week 11 or 12.

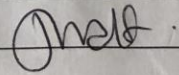
Ex.2

This task is designed to see if you can summarise ideas from course materials in your own words. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

Aldi understands that the customers want to buy cheap, but don't want to follow the quality. But Aldi offer quality products with competitive prices. They can do this because their business is so efficiently and also they are using three core values: Simplicity, consistency and responsibility. Aldi minimise cost in space, saving time effort and energy. (For example Aldi's pasta and vegetables are sourced locally). Their plan is "provide value and quality to our customers", while other Supermarkets have elaborate display, additional services and promotions. They also training the staff to do a variety of tasks on the store. Aldi can minimise its staff requirements. Less people, ~~are~~ doing ~~the~~ different job. These costs saving give to the customers lower prices and quality products, that make difficult to ~~the~~ competitors.

Lecturer's comments:

'Lead thinking' should have been included but well done. Thank you. Continue to practice.

Lecturer's signature: 

Date: 16/08/2019

ex 2

Class _____

Name: _____

Paraphrasing Exercises
adapted from <http://web.jjay.cuny.edu/~esl/paraphrasing1.htm>

Which sentences are closest in meaning to the five sentences below?

1. 25% of adolescents who have one baby have a second baby within two years of the first baby's birth.
☒ a. 25% of babies are born to mothers who are adolescents.
b. One out of four adolescent mothers has another baby before the first baby reaches his second birthday.
c. A quarter of adolescent mothers gives birth when their first born is two.
☒ d. 25% of adolescent mothers become pregnant again when their first babies are two years old.
2. It has been reported that the richest one percent of Americans own 40% of the country's wealth.
a. The richest 1% are 40 times as wealthy as the rest of Americans.
b. If the gap between rich and poor continues to grow at the current rate, the richest one percent will soon own 40% of the country's wealth.
☒ c. 40% of the country's wealth is in the hands of only 1% of Americans.
d. 99% of Americans own 40% as much as the richest 1%.
3. The judge was relieved when the jury was finally ready to announce its verdict.
a. When the jury announced its verdict, the judge was relieved.
b. The judge asked the jury to arrive at a verdict.
☒ c. The judge welcomed the prospect of an imminent verdict.
d. The jury welcomed the judge's relief.
4. Research data suggest that girls who witnessed maternal abuse may tolerate abuse as adults more than girls who did not.
☒ a. Women who witnessed the abuse of their mother as teens are more likely to become abusive adults.
☒ b. Women who observed the abuse of their mothers when they were young are more likely to endure abuse themselves.
c. Women who were abused as children are more likely to abuse their own children.
d. Girls who testify about maternal abuse tolerate abuse as adults more readily.
5. Martha thinks that the issue of adolescent problems is important to write about.
☒ a. Martha thinks that adolescents like to write about their problems.
☒ b. Martha feels that writing about adolescent problems is worthwhile.
c. Martha believes that the dream of most adolescents is to write something important.
d. Martha thinks that adolescents can write about their problems.

Write your own paraphrase for the following sentences:

1. A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.
Only 25% of all homeless people like and don't prefer homeless shelters as they do now
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
Ronny told his aunt that a bear had attacked him, which she found difficult to believe. (George a new paper)
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
If you want to drive through the Mojave desert you should carry extra water
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
In 1932, 90 millions American taken away
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.
the president to head the depar