

Report of my own Academic and Employability Skills.

Module: Academic and Employability Skills, BMSW4001_LON.

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I. SUMMARY

This report includes all the information, skills learnt and knowledge which I have gained academically and Employability wise proving them with findings and sharing evidences.

II. INTRODUCTION.

I am introducing my report about all my knowledge and skills which I have learnt.

By skills is meant to be defined as the techniques and tools which you learn and makes you develop your knowledge and experience, academically and employability speaking. Those skills learnt are from time management, prioritising (with a method called 'The Eisenhower method') and our own analyse (such as SWOT analysis), to more academic skills such as paraphrasing, referencing and summarising.

In this report I am including evidences, appendices and 3 articles about 'How to choose your therapist', a 'Job Stress interview' and the review of 'The One Minute Manager' book.

III. METHODOLOGY.

My methodology includes reviewing and merging all the skills learnt by analysing exercises and resources which I have been doing and searched during the past 3 months, such as (academically speaking) in class exercises (paraphrasing and summarising) and homework (a PDP (Personal Developmental Plan), SWOT analysis, referencing and Eisenhower method).

I am also attaching 3 extra pieces of evidence where I include and demonstrate my interest on my employability skills with a 'Job stress interview' and 'How to choose your Therapist' articles, and a book review of 'The One Minute Manager'.

Proves of all of this evidence can be found in Findings and Appendices.

IV. FINDINGS.

In this section I am demonstrating the skills mentioned in Methodology, developed and shown in tables, and 3 articles found which helps to understand my report.

IV.0 PDP

A PDP (Personal Developmental Plan) is a tool which is used by many organisations/business or people in general to plan and set goals or to point what are you/them expecting to achieve in a certain time frame.

Here is an example of my understanding with my own PDP;

	RELATIONSHIP WITH YOURSELF OR ORGANISATION	KNOWLEDGE OR SKILLS TO BE DEVELOPED	WHEN
GOAL 1	Academical and Job.	Time Management. Organisational skills.	2/3 months.
GOAL 2	Academical.	Improve concentration and performance.	3/6 months.
GOAL 3	Job.	To become General Manager. To improve my leadership skills.	6/12 months.

(Template,2019)

See appendix 0., for PDP exercise.

IV.I SWOT ANALYSIS.

The SWOT analysis, a tool which many people, organisations and businesses use to identify main strengths, main weaknesses, opportunities and threats which I/they have. It is a useful tool to understand where there is need to improve, what is our strengths and acknowledge any circumstances which can difficult us (or businesses). Here is an example of my own understanding;

STRENGTHS • Can do attitude • Work experience helps during the course. • Willing to learn and reach my goals • Good personal attitude and motivation.	WEAKNESSES • Gaps in my qualifications. • Not very organised, poor time management. • Really anxious and scared to fail.
OPPORTUNITIES • Meeting new people in my new job and university. • Location of both workplace and university. • Build my knowledge in fields which I am interested.	THREATS • High command of people interested in same studies. • Working so many hours which is exhausting. • Other better potential.

See appendix I., for a SWOT analysis exercise.

IV.II EISENHOWER METHOD

The Eisenhower Method is a tool which it is used to prioritise. Anyone can use it to understand what it is actually delaying or preventing us from finishing or doing other tasks which requires (maybe) more time and effort.

(UWTSD Moodle, 2019)

Here is an example of my own understanding;

I M P O R T A N T	• Finish assignments for university. • Apply for pre settle status.	• Visit family in Spain. • Renew Passport.
	• Buy Christmas presents.	• Watch TV series. • Going out. • Spending money in random things.
	URGENT	NOT URGENT

See appendix II., for 'The Eisenhower Method' exercise.

IV.III PARAPHRASING.

Paraphrasing is a tool which is used for interpreting the ideas of someone else with your words. It is useful to write essays, reports and all sort of academic works. It is also a way to not fully copy someone else's work. (UEfAP, 2019)

Here is an example of my own understanding:

Article:

'Of the more than 1000 bicycling deaths each year, three-fourths are caused by head injuries. Half of those killed are school-age children. One study concluded that wearing a bike helmet can reduce the risk of head injury by 85 percent. In an accident, a bike helmet absorbs the shock and cushions the head. From "Bike Helmets: Unused Lifesavers," Consumer Reports (May 1990): 348.'

Paraphrased by me:

Out of 1000 cyclist deaths a year, 75% are provoked by head fractures, and a half of them happen to kids. Research say that by using helmets, those deaths can be reduce an 85 percent, as they protect and comfort heads

See appendix III., for more Paraphrasing in class exercise.

IV.IV SUMMARISING.

By Summarising we mean to state and demonstrate the same ideas in a shorter way, not changing the meaning of sentences or texts. It is a useful tool which can be used academically or in the workplace for a better understanding or 'short cuts'.

(UWTSD Moodle,2019)

Here is an example of my own understanding;

Article:

Of the more than 1000 bicycling deaths each year, three-fourths are caused by head injuries. Half of those killed are school-age children. One study concluded that wearing a bike helmet can reduce the risk of head injury by 85 percent. In an accident, a bike helmet absorbs the shock and cushions the head. From "Bike Helmets: Unused Lifesavers," Consumer Reports (May 1990): 348.

Summarized by me:

Cyclists deaths each year, can be reduced just by wearing bike helmets.

See appendix IV., for more Summarising in class exercise.

IV.V REFERENCING.

Referencing is a tool or a skill which helps us, as a student, research or everyone in general to indicate and point where did we get the information which we are sharing or stating. There are different types of referencing, but here I am attaching one example which was done in class exercise;

(UWTSD Moodle,2019)

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, 2010).

In reference list: Neville, C. (2010) The Complete Guide to referencing and avoiding plagiarism, Open University Press, Maidenhead.

(Harvard Reference workshop,2019)

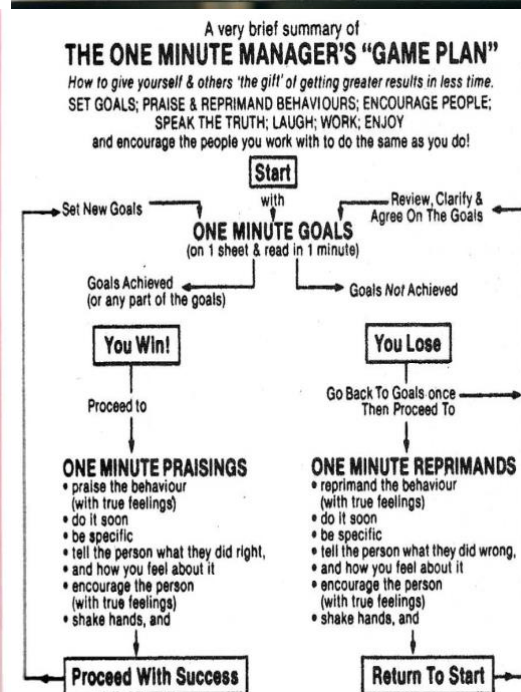
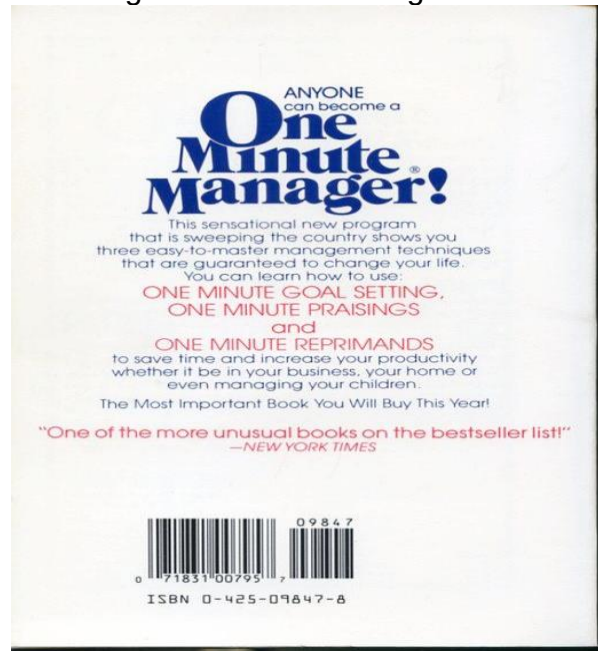
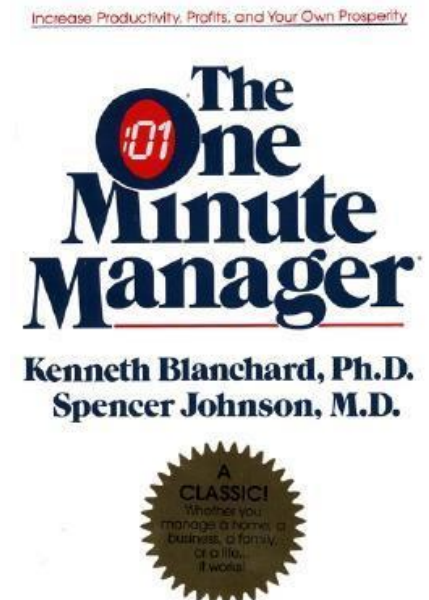
See appendix V, for more Referencing in class exercise.

IV.VARTICLES.

The following 3 articles are evidences of my understanding and knowledge inside employability skills:

- The One Minute Manager Review book.

This book is called The One Minute Manager and talks about goals and leadership.



(Good read books, 2013)

In discussion I will be giving a summary of what this book is about and how it helped me in my current job role.

- The Stress flirts with Burnout interview.

<https://www.nytimes.com/2010/01/17/jobs/17career.html>

When Stress Flirts With Burnout

By EILENE ZIMMERMAN/JAN. 16, 2010

Q. *You are a professional who is accustomed to stress, but all the uncertainty and anxiety in the workplace these days is putting you under more pressure than usual. You feel burned out — are you?*

A. Determine whether you're suffering from burnout by assessing how you feel both mentally and physically, said Debbie Mandel, a stress management expert in Lawrence, N.Y., and author of "Addicted to Stress."

Ms. Mandel suggested asking yourself these questions about the signs of burnout: Do you have various aches and pains that come and go? Do you have trouble focusing? Are you very irritable with others and, if so, why? Are you having more conflicts than usual with people at work? Are you fatigued all the time?

"Awareness is key," Ms. Mandel said. "Just knowing this is happening is a start, because then you can work to counteract it."

Look for physical symptoms, too, because stress can cause problems like insomnia, backaches, headaches and chest pain, said Dr. Lorrie Elliott, associate medical director of the Center for Partnership Medicine, an executive health program at Northwestern Memorial Hospital in Chicago.

Although these symptoms are often stress-related, if they are severe or persistent, you should seek help from a physician to see if there are underlying health problems, Dr. Elliott said.

Rebecca Weingarten, an executive coach and co-founder of DLC Executive Coaching and Consulting in New York, said her clients were reporting burnout even though they regularly operated under high levels of stress.

"These are new stressors, like fear of the unknown, having to manage and motivate employees during very difficult times or keeping productivity up with a reduced work force," she said.

Q. *What steps can you take to prevent burnout?*

A. Start by recognizing that this is a difficult time for American business and that anxiety and uncertainty are now facts of life, said Robert Rosen, a psychologist and chief executive of Healthy Companies International, a management consulting firm in Arlington, Va.

Chris Reed

Change your expectations from idealistic to realistic, he said: "Expect life to be tough sometimes but also expect that you are resilient and will bounce back. Focus on the positives in your life — like family or hobbies — because it's rare that everything falls apart at once," said Dr. Rosen, who is also the author of "Just Enough Anxiety."

Make time for exercise and be conscious of your diet. Good nutrition and exercise help fight depression and lethargy. Block out time for things you enjoy outside of work, like painting, music or time with family, Dr. Elliott said. "Set aside some time each day — at least an hour — where you focus on something relaxing and meaningful to you other than work," she said.

Q. *If it's too late to prevent burnout, can you reverse it?*

A. Yes. Regaining some balance between work and the rest of your life will relieve the stress and accompanying symptoms, said Gayle Lantz, president of the leadership consulting firm WorkMatters in Birmingham, Ala.

Try dividing your day into 60- to 90-minute chunks where you are highly focused on a task or project, then leave your desk and take a complete break from work, she said: "Go for a walk, have a cup of coffee, but leave the space where you are working and totally disengage for 15 minutes."

It's crucial to lower the level of stress hormones in your body — the ones engaged in the "fight or flight" response. You can do that by meditating, even for a few minutes.

Judith Orloff, a psychiatrist, assistant clinical professor at UCLA and author of "Emotional Freedom," suggested that professionals experiencing stress meditate for several minutes at least twice a day, but especially when feeling overwhelmed. "Close your eyes, focus on an image you find replenishing, such as a waterfall or a sunset, and breathe deeply," she said. "Focus only on your breathing, nothing else. This calms both your body and mind."

Connect with peers who have also experienced high levels of stress, Ms. Lantz said. "Many times what contributes to burnout is what is going on in someone's mind, not in reality," she said.

Q. *It will probably take a while for the economy to turn around and for workplace anxiety to subside. If you're a manager, how can you lead others during this period so they feel less stressed?*

A. Try to have people concentrate on their work, rather than worrying about things like the financial health of the company or who was recently laid off. "Get people to focus on execution, on getting their job done," Dr. Rosen said. You will also need your team's help to reduce your own stress, as you rely more heavily on its work.

Make sure to let each person who works for you know that he or she is very valuable and why, Ms. Weingarten said. "Acknowledge there are negative things happening," she said, "but that you all need to move forward in spite of them, and that when hiring starts again they are the ones you will be thinking about for promotions."

3 of 3

(New York Times, 2010)

In discussion you will find a brief of what the interview is about.

- **How to choose your Therapist** article.

<https://www.telegraph.co.uk/lifestyle/wellbeing/healthadvice/11003221/How-to-choose-a-therapist.html>

How to choose a therapist

The variety of counsellors is vast and can be confusing, but a clever new website now matches patients with specific therapists



We British have never been that good at helping ourselves: too stoical, too embarrassed perhaps. But my goodness, we've always been terrific at helping others. From visiting lonely strangers in hospital to simply helping a housebound neighbour, we've been brought up to lend a cheery hand, ear or shoulder as required – and for free.

Now, that instinct to help others seems to be becoming formalised as a startling number of us are training to work as therapists or counsellors – often as a midlife career change – at about the same time as more of our unhappy peers are realising that it is OK to seek help.

A million Britons now see therapists every year. And with good reason: one in four Britons will experience some kind of mental health problem in the course of a year, says the Mental Health Foundation. An LSE economic think tank stated in 2012 that mental illness accounted for nearly half of all ill health in the UK.

"There is no doubt that people are much more open to discussing their mental health – and to the ideas of psychotherapy and counselling," says Mark Hoelterhoff, a senior lecturer in applied psychology at the University of Cumbria and a counselling psychologist (registered with the Health and Care Professions Council). "The shame that surrounded 'needing help' is going away. And among the middle classes, we're seeing a growing trend of those who can afford it turning to private practice to seek help with their problems."

But however glibly we laugh about seeing someone, or getting help, it seems we don't have a clue how to go about finding assistance, or what different treatments, known as talking therapies, are on offer.

While some conditions merit psychiatric help and medication, there is good evidence suggesting that non-pharmaceutical treatment – specifically cognitive behavioural therapy (CBT) – can be useful in many cases, especially those classified as mild to moderate.

CBT deals with your current problems, rather than focusing on issues from your past; the NHS recommends a course (six weeks to six months) for conditions ranging from anxiety to drug abuse and eating disorders.

But what if CBT hasn't worked, or your problems are more deep-rooted or recurring? According to mental health charity MIND, in a recent report *We Need to Talk*, nearly three in five people aren't offered a choice in the type of therapy they receive. And who knows where to start looking anyway?

Louise Chunn, one of the UK's most successful editors (heading up *InStyle*, *Good Housekeeping* and *Psychologies*), decided to see a therapist herself five years ago. "At that point, I didn't want to just talk to friends – they naturally want to help but are not necessarily able to. Nor did I want people to know what I was doing. So I didn't want to ask

(Telegraph, 2014)

In discussion you will find this article explained and why it is important for me.

V. DISCUSSION.

My discussion includes all the findings explained. I will start by explaining how all those skills learnt helped me out academically and employability wise.

As I learnt in class by doing the exercises and my own research mentioned in methodology and findings, skills such as managing my own time or analysing my own weaknesses or strengths have developed and improved.

By shown on the first point of findings, the **PDP (Personal Developmental Plan)** is where I described my skill goals, and when I want to achieve them, such as my time management or my organisational skills. As we can see, I gave myself a fair time period to achieve those goals, as they are mainly skills (academical and employable). As we will also find attached in appendices (appendix 0), my PDP exercise

demonstrates that my purposes are all based for a better career future. Although there are certain time frames set, I believe that we are always in learning process, we learn new things everyday, so although they would be reached, they can always improve with time.

The PDP has helped me out both academically and employability wise , as Asisstant Manager, I will be preparing PDP samples for everyone to understand what can I do for them and their goals or ambitions, as I think it can help me to understand them better.

To do this PDP, I needed also to understand which ones where my strenghts and weaknesses, that is why, the following tool has helped to develop myself together with the PDP.

This new tool or skill learnt, is the **SWOT Analysis (Strenghts, Weaknesses, Opportunities and Threats)**. As it is written, the SWOT analysis helps you to understand where to improve, what are you best in , which opportunities you have and which threats you can face. As reflected on my SWOT analysis which I previously shown in findings, I acknowledge that my threats and weaknesses are related as per my gaps in my qualifications and the high demand of people who wants to study the same field as I want to (which is Psychology), there is less percent of possibilities that in the upcoming years when I will need to apply for university, I will be or not able to get a spot. However, as said in strenghts and opportunities, I can say that I am a can-do attitude person with a big interest for everything surrounding me, but also being self-motivated it can help me to get through and earn a place in university. Also to mention that as a common specific goal which I want to reach, in this case a weakness in SWOT analysis, is being disorganised. I believe if I could manage my time and organize myself better, this weakness would turn into a strenght. However, during the past 3 months I have been improving those organisational and time management skills with a time target which is March 2020, although I can recognize the difference between before and now.

The next tool/method which I have learnt is **The Eisenhower Method** which has helped me to prioritise. Such things as the ones which need to be done right now (classified as urgent) and things which are less urgent but can be important. My Eisenhower method is a personal one as Christmas was coming and, at the same time, I needed to work for more than fifty hours and sumbit my assignments. I can say it helped me out a lot to understand what was needed to be done first and not as per my tight schedule. As I result, both urgent tasks (important and not) were acomplished. The Eisenhower Method is a tool which I am able and useful to use in my workplace at the moment. As mentioned in SWOT analysis and although my purpose is studying Psychology, at my current workplace it is helping me to prioritse and plan and do what is more important along with my General Manager.

The Eisenhower Method in my opinion should be done once a day in the morning at everywork place as it can help you to go through the day, do what is more important first, and delegate others to do tasks which are important but can be done from someone else apart from managers.

Another skill which I have learnt included on findings (and more academically talking) is **Paraphrasing**, a tool which is really useful to reflect ideas from others in your own words. Paraphrasing is something which we use day by day without anyone noticing

it. We use it in very different ways from describing common things just like indicating ways to get to destinations or even describing advertisements, as an examples. Paraphrasing has taught me how to express myself from others ideas, such as things which I learn everyday, in class or work. It is an useful tool to study as all the ideas which you are collecting, you express those in your own words which will make it even easier to understand.

From the example of paraphrasing in findings, we can see and identify changes in words and sentences that result in same meaning, the decrease of deaths by wearing a helmet. Both sentences have same meaning but different words.

By Paraphrasing I learnt how to express ideas or extract information with my own words.

The next skill/tool which I learnt and it is demonstrated in findings is **Summarising**, which is, as the word itself describes, summarise any information or idea ,expressing the key idea of a topic or sentences given. Summarising's goal is to express the concept in the shortest way as possible.

As demonstrated in findings, the sentence given is longer and includes more details than the summarised one. In comparison to paraphrased one, which includes also same details, summarising is also an useful tool to study for example.

In my own opinion summarising is more effective than paraphrasing as per my need and duty to study, getting the key ideas of what needs to be understood it is easier. Summarizing is a common way of expressing feelings, and there are many ways of doing it, for example, a 'summary' of a book (as the word itself describes) is a logical way to understand how summarizing it is, at the same time, important.

As the last academical tool and as per my opinion the most important one, demonstrated on findings we got **Referencing**.

Referencing is, in fact the most important as we are showing that our ideas or information collected, belong to someone else. Even if we paraphrase or summarize those ideas, ideas or information collected from other sources which are not your own, we need to reference. By referencing, we mean to give credits to the creators of that information extracted, it can be a book, an article, a journal, etc.

As shown in findings, my reference was detracted from an exercise which was done in a lecture in class from a book.

Referencing is important as it prevents plagiarisms to happen. When we reference, we need to mention where exactly that information is coming from, book, article, website...Including dates (if it is online, when was the website accessed) and name of author.

In my own opinion, referencing is in fact needed and important at the same time as a student, we need to understand and find our own ways to describe and discover new things, but giving credits to the authors it is, at the same time, for work's respect.

As last piece of evidence, I reunited 3 different articles, which were a book review of '**One Minute Manager**', a **Job stress interview** and an article of **How to choose your therapist**.

- As per my review of the book of **One Minute Manager**, it is a book which was handed to me when I first started my training as a supervisor on my previous company. This book talks about goals and plans ways to manage your time as a manager. The story starts with a man who wants to become an 'effective manager'

and ends up meeting 'the one minute manager' as he claims he can make his workers solve issues in just a bit of time. Then he meets 3 of his workers and each of them they talk about the following topics; One Minute Goals, One Minute Praisines and One Minute Reprimands. First one is about how to achieve and stick to your goals, the second one is about how to deal and encourage your workers, and the third one is about how to give feedbacks to your workers efficiently.

It was good and useful to understand how to prioritise, as there are many factors which affect our thinking (managers thinking) and stops us from carrying on our duties. One of the examples is shown in the pictures of the book found in afindings, where it is described a one minute goal, which is basically in one minute deliver feedback to another co-worker but at the same time encourage them.

This book has helped me through my career and my progression at my workplace. I would recommend it if looking to be an 'Effective Manager'.

I found this book interesting to add as it has been very helpful in my job, and it helped me with my role in my current job.

- As per the **Job stress interview (burnout)**, it is a interview made to Debbie Mandel, a stress management expert from New York who is asked about how to deal with stress. Stress is something which is nowadays common mainly in the office sector. However, myself working in Hospitality, many people deals with stress and anxiety, and it is true that sometimes, although we are having rough times at workplace and things can get difficult, it is important to be realistic, as, although as hard as reality is, we need to understand that it is what it is, and the sooner you understand what problems and issues you need to face, the sooner they will be solved.

On another hand, Judith Orloff, a recognized psychiatrist, advices that meditating twice a day while dealing with stress it is good, mainly if you feel overwhelmed.

By burnout we mean a period where stressed is found frequently, and , is mainly happening at job and academic environments.(wikipedia,2019)

- As last article review about **How to choose our Therapist**, as it is related to what I want to become in a near future, this is an article which I really enjoyed to read as I felt myself indetified. Counselling is not cheap, and sometimes, people see therapy as a joke, or they just do not understand. Counselling or going to therapy it can be as good as going to the gym. There are so many times in life when you do not know who to speak to as family and friends are there but can not help you hundred percent. It is crucial to understand that if we decide to go, we do not go randomly, without even knowing what is it about.

As per my own experience, I agree that if you do not feel connected to your therapist, there is no much which you can do, as the main goal is for us to open up about ourselves, to talk, and sometimes, it does not happen.

In my experience, many years ago, I was going to therapy and I was not happy with the person who I was talking to because there was no connection, no conversation between me and her, to the point where it just felt awkward to be there.

That is the reason why I really enjoyed to read this article and out of the 3 articles, this one is more related to my personal experience but future career too.

VI. CONCLUSION.

As my conclusion for this report, I would like to point out that all of the skills learnt and the articles, together with all the evidences found, was useful as I acknowledge all the skills, tools and methods which I have been using without noticing it, work and academically wise.

It is important to understand that before I noticed and started to applied them more and more often, it has helped me out to carry this report too, as I also needed to plan myself and set myself tim frames not to skip the deadline.

However, all of those skills applied will make myself improve and help me out in my next goals and future careers.

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VIII. APPENDICES.

VIII.0 PDP

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	to commit to my new routine of studying and understand/plan what I want to do in the next upcoming year	To finally commit to my routine and do my best to achieve my mainly goal which is graduate.	After I graduate studying what I wanted, it might take more than 3 years but I want to do Master's degree.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	Organisational skills, time managing.	Research, benefits and cons of studying and working full time	Achieve my goals by getting a better job while studying
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	Analyzing others, set up time frames	Stick to plans accorded as sometimes it is difficult for me to carry them on. Knowledge my purpose.	set up interview, improve my writing skills and skills overall for my CV.

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

VIII. SWOT ANALYSIS.

Desiree Ortiz

group 8

✓ very good detail

SWOT ANALYSIS

Well done (TH) 31/10

Strengths

- Can do attitude
- Work experience will also help me throughout the course
- willing to learn and reach my goals to succeed
- Working for the past 2 years as assistant manager, which I think I can identify some points which we are going to study about
- good personal attitude and motivation

Opportunities

- This module in particular is going to help me and build my knowledge in some fields which I was/am really interested in
- Locations of my campus / university allows me to manage my punctuality much better as it is close to my job and home
- This course will help me to get much better opportunities work wise
- Meeting new people all across the world can open some doors, for example, sharing each other's interest and culture, all to understand and gain some more knowledge

Weaknesses

- There are some gaps in my qualifications which did not allow me to achieve bachelor's
- I am not a very organized person so I might have difficulties in managing my time also
- English is not my first language but willing to learn
- I am a really anxious person and I am always scared to fail

Threats

- There's a high command of people who wants to study the same, so it can be a little bit difficult to amuse a place
- I am working so many hours and sometimes it makes me really tired, and I cannot afford to work less. London is an expensive city
- As I mentioned in weaknesses, English is not my first language, so it might be difficult for me sometimes to understand
- I believe there is people with a lot more potential and knowledge
- As I mentioned, there is a high command and lots of people studying same fields, so in a future, it can be also to a competition ^{lead}

VIII.2 THE EISENHOWER METHOD

✓ well done! T.H 14.11 Desirée Ortiz 1906167

see comments

Time management - The Eisenhower method

	URGENT	Not URGENT
IMPORTANT	I Study, catch up any homework, look for another job and get ready for my assignments	projects, such as uni projects, * dr appointment apply for * settle status
NOT IMPORTANT	* apply for settle status, althoug it is important it can be not as I am not in a rush **	going out too much, as I usually spend too much money on f. ex-eating

** In this space you should list tasks that are urgent but not so important.

- "applying for settled status" is maybe urgent? or not urgent but still important. So maybe this should go here * ↑

Also in this space can go tasks you that need to get done, but that someone else could do as well as you, ^① and free up your time to do things that are urgent and important.

① An example: could someone else cook dinner so you can study instead?

VIII.III PARAPHRASING



Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Desirée Ortiz

Student ID: 1906167

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.

It is known that chocolate, as well as been recognized as a small cheap temptation, it is also related with love, passion and festivities. However, in 2001, information about kids slavery, went across chocolate industries, governments and in general, people, and that left them astonished. The government of USA implemented that in order to follow standards, chocolate factories would have to declare themselves as a 'slave-labour free', that is why, chocolate companies were set a worldwide procedure / goal of four years to reduce this poor standards and processes to and for employers.

Lecturer's comments:

a good effort! ✓
Now check grammar.

Lecturer's signature:

Date: 21.11.19

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 will announce some changes in the office.

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

I wish he would be writing me a little bit more.

3) We were concerned about her health.

We had some doubts about her wellbeing.

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

If you would have paid attention, you wouldn't have had so many mistakes.

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

Because of the council reducing funding we were not able to keep on with free park

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

His proposal relied (as there was not too many practical solutions).

7) It was Mary who stole money.

He accused Mary of stealing his money.

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

Although he was not spotless, he seemed polite?

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

The responsibility for plagiarism and attribution was all on student's shoulders, according to University Standards.

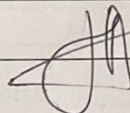
10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

A third out of ten percentage of adolescent mothers, have another baby before the second's first baby birthday.

Lecturer's comments:

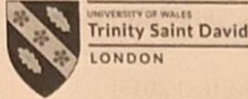
- check vocabulary!
But generally a good attempt!

Lecturer's signature:



Date: 21.11.19

VIII.IV SUMMARISING



Academic and Employability Skills (ACE) – term 1 BMSW4001

In-class exercise 2: Summarising (Oct 2019)

Student Name: Desinee Ortiz Student ID/Group: 1906167

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: 12/12/19

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.

Many people who gets higher positions frequently crumbles because of job difficulties, that is why it is also important to dedicate sometime to "self-leadership". If we want to succeed. According to Larry Siedman, who compares being a leader with being a parent, as we need to ask ourselves ~~we~~ how are we doing.

After his own experience being a leader and failing, he realized he was doing so many things ~~with~~ with no much time assuming others would do the rest, so Siedman found a solution to those leadership issues.

Based on a Philosopher called Marcus Aurelius, he would / should focus more in his own / self-leadership rather than focusing in others, pointing out three main ideas.

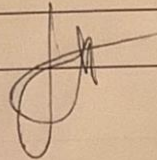
The first one was to be aware of your own strengths and weaknesses.

The second one, was to take some time analyzing the challenges you go through, and the last one is 'reframing', a practice related to ask ourselves how we aspire to be, and prioritize things.

Lecturer's comments:

A good effort. ✓

Lecturer's signature:



Date:

13.12.19

VIII.V REFERENCING

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: (Glen, 2010)

Neville

In reference list:

Neville, C. (2010) The Complete Guide to referencing and avoiding plagiarism, ~~Open Univ Press~~ Open University Press, Maidenhead.

Chapter in an edited book

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

Hargreaves, Sandra S.

Book. English.

Published Los Angeles, Calif., London : SAGE 2007

In text: (Batty, 2007)

In reference list:

Hargreaves, S. (2007) 'Study Collaborative Learning',
Batty, P. (ed.) Study skills for
Dyslexic students.

Los Angeles Calif / London : SAGE, pp. 231-248

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, 2013) 1139-1156

In reference list:

Mulcahy, Linda (2013) 'Putting the Defendant in Their Place: Why do we still use the Dock in Criminal Proceedings?'
British Journal of Criminology, Volume 53 issue (6),
pp. 1139-1156.