

ACADEMIC REPORT

Academic and Employability Skills

Prepared by-

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Lecturer: Anita Nan

BMSW4001

Introduction:

The propose of this report is to examine the studies I came to learn about the Academic and Employability Skills, the ones I have acquired while studying this course, together in-class exercises and published literature.

The reason I started this course called Academic and Employability Skills has been intentionally to polish it up to my interpersonal knowledge to become confident in my reading and writing skills, in order to succeed in the academic development, professionally and life.

In this report, I will mention important facts about the definition of each skill, including why is it good to have, and if I have those skills or not.

This report aims to analyse:

1. Identifying Skills
2. Time Management
3. Academic writing
4. Paraphrasing
5. Summarising

Identifying Skills:

Identifying Skills, is all about understanding one's abilities of doing something really well, in other words, it's the ability to be an expert in a particular skill or role, although, Identifying skills is the ability to understand how to communicate well, to develop intrapersonal, listening, speaking, observing, questioning, influencing, work as a team, solving issues, motivating and leading others, organising and day, month or year ahead and planning the time, whilst demonstrating collaborative and creative approach, making the correct use of punctuation, spelling and grammar, these are mandatory abilities, also about developing a critical thinking,

and the capability to run a presentation in front of a crowd. These are transferrable skills because they can be used in every educational, vocational or job role. (Morgan, 2017)

It is essential to have these skills in order to deliver a good job, to express clearly, also to be a good leader in the business field.

Every day we face different types of situations, also problems too, be that at work or in life itself, having a good understanding about how to analyse the matter will help with an excellent solution for these challenges. It is vital to understand and pinpoint the essential facts about the problem, to think and to filter about the most crucial information, separating the pros and cons from each other, develop strategies and to review how the problem was concluded. (Trought, 2017).

I still must develop the abilities to solve issues and critical thinking in order to become a good leader and in order to be ready to face challenges promptly and to come up with the appropriate solutions based on proven evidence and resources.

Time Management and Employability Skills:

Time management is about prioritising relevant jobs and planning, and this could be for a short or long period. There are very different ways to make sure that time management happens effectively.

According to Morgan (2017), the importance of time management is extremely important for any business, studies and life, to achieve goals promptly, it is also a characteristic of leadership. A good plan and time management will help a company or a person to put at first what is more important at a particular time.

Two different tactics can be used to manage the time better, Pareto's principle and SMART Objectives.

According to Anderson (2017), SMART objective is a powerful tool to set objectives as group work and individually.

SMART Objectives is Marketing Acronymy to plan objectives, here are some ideas on how to use it:

- **Specific:** It is the meaning of what can be achieved, the objective, they desire, as an example: The objective is to get distinction marks in the exam.
- **Measurable:** It measures the performance to achieve the goal, what Am I doing to achieve it?
- **Achievable:** It is what must be achievable, is it possible? Am I a good student?
- **Realistic:** Is it relevant? Is it real to happen?
- **Time-Related:** It is about the timeframe to deliver the assignment work; in other words, Can I make it happen on time?

Pareto's Principle teaches us to prioritise tasks with the 80 – 20 rule; it is beneficial in cases of the decision – making, it helps, making sure to put at first the most important or challenging tasks. Making the correctly used of Pareto's Principle, nobody would become stressed or behind with the allocated work; his Principle can also be used for studies, jobs and life.

It is essential to have these skills in order to prepare and finalise assignments on time and to deliver them with good quality and well presented.

If a frog must be eaten, then eat the most horrible one at first. Do the most difficult tasks primarily.

According to Trought (2017), management skills is a vital element when recruiting new employees, since it shows and extracurricular skill in which it will help the candidate to excel and deal with challenges in a better light. It will separate the candidate from the competition.

I believe to possess these skills at a certain extent since I already made used alarm clock and a bullet point diary, to manage the time previously, although I still must improve, I did not know about the existence of Pareto's rule until the academic year had started at the University. I am now already implementing these skill and experimenting; I have been allocating time for the most important tasks, to avoid getting distracted or procrastinating, a little bit per day, but continuously doing it. I am also making the use of SMART objectives to identify how specific, measurable, achievable, realistic, and how to achieve on time. I am also analysing what my most significant time wasters are. These are great learnings that I will take and use for life.

Academic Writing:

Academic writing is everything that includes language, structure, vocabulary and sentence structure. Academic skills are fundamental, in order to write a well presentable report, email, essays, or any formal document, punctuation is adequate, and there are no use of slangs (Yourdictionary.com, 2019)

It's a must to have academic skills, this will enable the student to understand about paragraph structure, and make the appropriate use of it, to understand about the topic sentence adding the main ideas, adding up a supporting sentence with details of the explanation of the topic and the application of concluding sentence, in which it will be served as the end of the paragraph.

I believe to possess these skills, but as student I will acknowledge the continuation of my development, because there are different ways to write and different rules to be used, such as cutting unnecessary words to make them sound clear, sometimes I tend to extend the use of words, and in academic writing it's vital to simplify the sentences cutting unnecessary off, in order to write a good essay, report, presentation, email and even taking notes.

Paraphrasing:

Paraphrasing is the act of rewording a primary source reading material. A person must read about a topic, to understand the context of it and to speak or write in their own words or sentence, creating transparent and new writing, easy for the reader to understand (Cambridgedictionary.org, 2019)

It is good to have this skills in order to keep the same meaning of the phrase while writing it or; there are several techniques to present the meaning; differently, this includes the use of synonyms, adjectives, nouns and verbs in order to maintain the same meaning in a different structure. Also citing the primary source is part of the paraphrasing job since it points where it originally came from, to avoid plagiarism.

I believe to possess these skills to a certain extent, at first, I found it to be a bit hard to come up with synonyms, faster than the usual since the English language is not my first language, but it went fine in the end, just needed the patience to make use of the words correctly in order

to form the sentences. Also, I must pay attention to the meaning of the original sentence. I have faith that all will come naturally throughout my development, and I will be able to multi-task better.

During the in-class exercises from 15th June 2019, I worked in the completion of an exercise provided by my professor, Anita Nan, where I paraphrased the text and identified if they were acceptable or not. (Please refer to the In-Class exercise1: Paraphrasing – Appendix)

Working on these exercises gave me a better understanding of how to paraphrase it, I found it to be inspiring. It pushes me to discover a better and new vocabulary.

Summarising:

Summarising is about reformulating the main idea of an author, containing a brief explanation. (Enago.com, 2019)

Summarising goes beyond reformulating; it incorporates the practice of citation and quotation of the primary source.

When summarising, the writer must interpret research appropriately; otherwise, it could become plagiarism.

It is good to have this skill, as the student can tell in short, the main essential pieces of information of a paragraph or the passage of a lecture in their own words.

It is good because it helps to identify the main ideas of the whole context, and for that, there are some excellent techniques in which can be incorporated during the process:

- The use of bullet points
- Taking important notes
- Logical order
- Notes of Important Ideas

I believe in having acquired summarising skills, during the in-class exercises handed by my professor Anita Nan, she gave me a great exercise to complete, in this exercise I read a text about Aldi's Success, and I summarised it in my own words. This exercise gave me an excellent knowledge of how to apply the techniques; with it, I shared the principal source from that text and avoided plagiarism. (Please refer to the In-Class exercise 2: Summarising – Appendix) from 12th August 2019.

In Conclusion:

This report analysed several Academic and Employability skills, and in conclusion, I came to an understanding that each of the topics about those skills, really goes hand in hand and that one pulls another.

Identifying Skills, taught me a lot, it made understand, that communicating well, can make positive and a quality difference in academic skills, it is a full topic and having studied them, helped me to be a better listener, how I observe, and how to influence positively working as a team. I still must learn a lot more, but I believe most of them will come naturally, together with the everyday challenges.

These skills helped me with presentation speaking, and how to position myself when presenting the material to the public, this includes preparation, practice, voice tone, gesturing, dressing appropriately, and managing the speaking time. As a result, I have dealt more confidently when applying the taught lessons into practice.

Learning time management made me realise how much stress-free and better lifestyle I can have whenever I had applied the learned principles correctly. Having learned about Pareto's Principle and SMART objectives made me understand that "less is more", it helped me to prioritise what is more important at first, also has helped me to identify what is achievable, in order to conclude my university assignments, with better quality.

Paraphrasing, taught how vital it is to make sure I am well mentally connected while reading someone else's work, in order to understand what the subject and context are about before concluding any paraphrasing work. The studies and understanding about plagiarism taught the importance to show respect to the creator and to avoid plagiarism.

Learning about summarising affected my academic skills positively, it helped me to make the most of the teaching lessons, during the classes, I had a lot of informations to listen, capture and to understand, the use summarising, helped me to be more precise when taking notes about essential passages of textbooks and learning materials, this saved me time, and helped me to remember the important facts whilst studying at home.

With Summarising skills, I came to understand of the importance of writing in short, while reformulating someone else's ideas. I became responsible about writing confidently about a primary source, in my own short words. I understood the importance of avoiding plagiarism.

Academic and Employability skill certainly taught beneficial tactics and helped me to develop confidence, and I will use it to pursue a new career role, to be able to anticipate problems and to discover new ways to resolve it, these skills helped in planning work and life too.

I have managed to discover self – awareness, and ever since I have analysed the written work with detailed eyes.

Developing all of these skills will give me a better opportunity to succeed in Academically and in the employability industry.

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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: Maria Lúcia Alvares Student ID: 1818772

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.

large note
Mike Erwin ~~saw himself~~ ^{not true} as ~~social entrepreneurs or activist~~. While he was used to leading positions, his ~~main~~ first contact had been in a ~~Big scale~~ sort of company. He thrived in ~~closed course~~ given by the school. Later he thrived in his Army exams, achieving various awards and medals. However the ~~discovery~~ and development of team RWB did not match past experiences and developments. Erwin's excitement and companies ~~there~~ was ~~part~~ discovered and Team RWB caught the media attention in ~~a~~ a large size. Rapidly the company expanded ~~above~~ anything ~~expected~~. Without any ~~planning~~ to achieve, Erwin ~~stumbled~~ ~~and~~ into an entrepreneur ~~or~~ career.

Generally, you have some good paraphrasing skills. However, you need to pay more attention to the meaning of the original sentence.

Lecturer's signature: 

Date: 15/07/2019



Academic and Employability Skills (ACE) – term 1

BMSW4001

In-class exercise 1: Paraphrasing

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: The original source says that bureaucracies have no soul, no memory and no conscience Good!

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: Because the paraphrase matches the source in relation to the Bureaucracies schedule and future. Good!

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: The original source has never mentioned about Edward T. Hall and his book Beyond Culture. is the author

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: Edward T. Hall's book "Beyond Culture" has never been mentioned in the original source. is the author

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: _____

Date: 15/04/2019

Student Name: Maria Luisa Salvaggio Student ID: 1818772

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

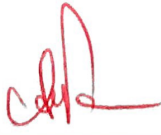
Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

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: 12/08/2019

Ex.2

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

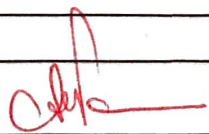
Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

According to the text 'The success of ALDI', the factors that contribute to their success are that the grocery market has a large competition, and with that knowledge, Aldi knows what is required in terms of good price without decreasing quality. Aldi differentiates his job against other similar businesses because it's 30% more cost effective than other supermarkets. The company manages to do this because it runs smoothly. Aldi core values simply, efficient and responsible, they keep the name in every shop, easy for customers to remember where products are. As contribution to its success, Aldi diminishes prices in all sectors of their business. A few of the most important tasks is that Aldi is capable to reduce expenses by reducing hours, place, work and energy. 60% of Aldi's fresh groceries such as fruit and vegies are local, so there's always products in the shops and no wait for customers, it's always in stock. Staff are trained so they can provide different job roles, in this way the money can be used to be invested in good groceries at a good price and quality, allowing the business to stand out from others.

Lecturer's comments:

Good summarising skill. You need to use paragraphs.

Lecturer's signature:



Date:

12/08/2019