



Report Analysing my Academic and Employability Skills

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Module Name: Academic Employability Skills
1st Term
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1. ABSTRACT

This is a report in related of the module, after the firsts ten weeks we went through the *Module Academic and Employability Skills* I am going to demonstrate and analyse the advance from my understandings and skills learned. Besides in this report I will include my own taken notes from the lectures, in-class exercises, further and not less important will be included three articles related to the progress of my future qualifications to reach my goals.

2. INTRODUCCION

From the module ACADEMIC AND EMPLOYABILITY SKILLS in this report, the aim is to check my improvement after ten weeks of working in which we have worked to improve paraphrasing, referencing and summarising.

In addition, I am going to explain and describe the different skills which are needed academic as employability sector

And to finalized I am going to include three articles which will be analyse by myself about Management in hospitality industry as is the industry which I am currently working on and my experience.

I hope after ending this report I will be convinced and direct better my course in my time at the University that will help me improve my qualifications to better prepare in Business Management.

3. METHODOLOGY

The Methodology of this report, structure methods, which I used to write this report it had been mainly from the week by week module.

In this point I am going to include exercises and homework which the teacher gave us to improve ourselves after explanation on each one every week.

Starting the [SWOT \(appendix 1\)](#) been the first exercise where we describing and analysing of the personality based on our, Strengths (What do you do well?), Weakness (where do you need to improve?), Opportunities (What are your goals?) and Threats(What obstacles do you face?) this analysis is very helpful for a person and for any small business according the qualities to get better our weaknesses.

The [Eisenhower Method \(also known as Eisenhower Matrix or Eisenhower Box\) \(appendix 2\)](#) is a method which help and support yourself to organise your tasks from the most important to the less important and very urgent to not urgent, need to be done now as it is critical, what you can still decide with time, what you can delegate s it not important but urgent, or the last what you can delete because is not important or urgent.

Then you have [To Do list \(appendix 3\)](#), is very similar as a timetable which help to organise myself and compromised to try to follow as much I can, because there is always changes, but with this way I know the most important points or reduce time wastage.

[Paraphrasing \(appendix 4\)](#), with the use of different words, changing the order of the words in the text and changing the word class (from noun to adverb, from verb to adjective...) we can translate ant text to our own words with the same meaning but maybe easy for us to understand after all the changes.

[Referencing \(appendix 5\)](#), we learn how to make a correct reference properly which it helps to recognise the support of the writer or researchers in your work. We practice in class how to reference a book, chapter in an edited book, journal articles, newspapers articles and web pages

[Summarising \(appendix 6\)](#), the same way as we practise paraphrasing in class we did summarising, we got a text and we had to make another text with own words and taking the main idea of the text.

4. TYPE OF SKILLS

Skills is something what you can do or you are talent which is needed to do a certain activity, job or task. There are different types I am going to mention:

4.1 Academic Skills

There are very important skills for a student which are helpful to catch the main idea not only to will get you for the next level, term ... Also, will support you to achieve at the current level. Some academic skills are: reading, accountability, organization, etc.

4.2 Adaptive Skills

This skill helps you in day to day, life skills we using and need it all the time, certain them we learn it when we independence and we are self-reliant. Examples for the skills are cleaning, making bed, driving (as you can see is something what everyone know how to do it).

4.3 Job related Skills

For each different kind of job is different and very often we learn them with the experience or after someone had explain it. Here we having skills like motivation, decision making, conflict resolution, etc. (management skills); honestly, Maturity, Self- confidence (professionalism skills); time management, scheduling, strategic planning (organizational skills); communication, participation, respect (team skills); reporting, research, data analysis (analytical skills);

Appendix 1

STRENGTHS -Patient. -Good and easy to learn. -Do not regret (anything what i have done). -Well organised.	WEAKNESSES -Get more confidence to meet people who I am not meeting frequently. -Lack of knowledge of IT (new services). -Lack of education.
OPPORTUNITIES -Better social life after college. -Working in business, getting experience as General Manager. -Open doors to reach my goal (Marketing). -Increase my knowledge (this course).	THREATS -Stack in routine. -Do not get my main goal. -Rising the opportunity of better job. -Time Limit (compatible to work and study).

Appendix 2:

	URGENT	NOT URGENT
IMPORTANT	- Pay rent (dead line). - Do course for new license (work). - Interview new staff (work) - Revision of BOH and FOH (NFS/CMI soon)	- Start gym. - Organise rota for next two weeks (work). - Schedule network check at home - Take Appointment with doctor.
NOT IMPORTANT	- Book flights. - Organise the cleaning with my boyfriend at home. - Organise the bills at home. - Reply e-mails. - Plan meeting with head office.	- Check Social Media. - Sleep free time. - Got to restaurants to often. - Buy Christmas gifts. - Do my nails.

6.8

MARIA DEL CARMEN FERRER HINOJOSA

To Do lists - Weekly

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity
7:00 AM	Sleep	7:00 AM	Sleep	7:00 AM	Sleep	7:00 AM	Sleep	7:00 AM	Sleep
8:00 AM	get up	8:00 AM	get up	8:00 AM	Sleep	8:00 AM	break.	8:00 AM	meet with
9:00 AM	make breakfast	9:00 AM	breakfast	9:00 AM	breakfast	9:00 AM	organizing	9:00 AM	my sister
10:00 AM	cook food	10:00 AM	clean house	10:00 AM	spend time with my boyfriend	10:00 AM	my room & bathes	10:00 AM	
11:00 AM	put wash	11:00 AM	check email	11:00 AM	with my boyfriend	11:00 AM	get ready	11:00 AM	
12:00 PM	iron	12:00 PM	research intern.	12:00 PM	work & house	12:00 PM	finish study	12:00 PM	go to school
1:00 PM	eat	1:00 PM	get out.	1:00 PM	lunch	1:00 PM		1:00 PM	
2:00 PM	read	2:00 PM	study	2:00 PM	together	2:00 PM		2:00 PM	
3:00 PM	housework	3:00 PM	get ready to work	3:00 PM	get ready to work	3:00 PM		3:00 PM	
4:00 PM	get ready to work	4:00 PM	work	4:00 PM	travel to work	4:00 PM		4:00 PM	
5:00 PM	work	5:00 PM	work	5:00 PM		5:00 PM		5:00 PM	
6:00 PM	work	6:00 PM	work	6:00 PM		6:00 PM	finish study	6:00 PM	finish university
7:00 PM	work	7:00 PM	work	7:00 PM	work	7:00 PM	go home	7:00 PM	go home

until 6:00:00 until 11:00:00

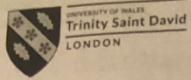
✓ good!

(TH) 14.11

Appendix 4

Paraphrasing

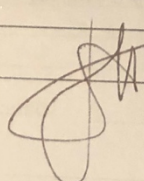
Academic and Employability Skills – BMSW4001
Term 1
In-class exercise 1: Paraphrasing (Oct 2019)

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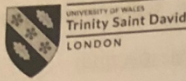
Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

- 1) There will be a few changes around in the office. (announce)
The boss announced that there are going to be some changes in the office. ✓
- 2) He doesn't write to me as frequently as I wanted.
I wish He would text me as often as I like. ✓
- 3) We were concerned about her health.
We had some doubts in her situation ✓
- 4) You weren't careful, so you made so many mistakes. (had)
If you haven't be careful that is the reason why you had so many mistakes. ✓
- 5) The council cut funding so we could not provide free parking.
Because of the cuts the council, we could not give free parking. ✓
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal failed because it relied only on theory. ✓
- 7) It was Mary who stole money. (in)
He accused Mary of stealing his money. ✓
- 8) He seems well-educated. However, he's not very bright. (although)
He looks very-educated. Although, he is not very bright. ✓
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for Universities is to make sure the students do not understand about do not do plagiarism. ✓
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
third part of the teenagers who are having a baby, have the second after one year passed. ✓

Lecturer's comments: A good effort!
Build your vocab. & grammar!

Lecturer's signature:  Date: 21.11.19

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

Student Name: MARIA DEL CARMEN TERREL HINOSIROZA Student ID: 1908334
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.

During the whole time Chocolate was a small luxury which everyone could reach, handed with (romance) love and celebrations.
2001 Ivory Coast had revelation because of the production was involved with kids slavery and this affected chocolate companies, people who was consuming and governments.
the USA has got legislation creating (standards) different points/rules to allow the companies who had to demonstrated that their production of chocolate have not been involved with slavery or abuse of staff for the package of their chocolate.
the agreement ~~was~~ between the chocolate industry and international protocol was to have a production of chocolate every ~~for~~ 48 months to do not over practice the limit.

Lecturer's comments: Some good technique!
Now build your vocabulary and grammar!

Lecturer's signature: _____

Date: _____

21.11.19

Appendix 5

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:

(Neville, 2010) ✓

In reference list:

Neville, C. (2010) *The Complete Guide to referencing and avoiding plagiarism*. (2nd Ed.) Maidenhead : Open University Press. ✓

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:

(Baty, 2007) ✓

In reference list:

~~Hargreaves, S. (2007)~~

Baty, P (2007) 'Collaborative Learning' in Hargreaves, S (ed).
Study skills for Dyslexic students. Los Angeles, Cal / 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, p. 1139-1156.) ✓

In reference list:

Mulcahy, L. (2013) 'Putting the Defendant in their Place' ✓
Why Do We Still Use the Dock in Criminal Proceedings? / British Journal of Criminology / vol 53 (6), pp. (1139-1156).

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, et al., 1987) ^{Spring}
(Reid, D.; Strudler, R.; Ryner, S.; Dyer, Lee; 1987)

In reference list:

Reid, D.; Strudler, R.; Ryner, S.; Dyer, Lee (Spring 1987)
"New Trends in Managing Human Resources" Equity and Efficiency in the Workplace, vol 24.2. ILR Report 24.2
pp. 35. (35)

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:

(Gribben, 2013) ✓

In reference list:

Gribben, R. (2013) "Fears of rising bills as deal is struck for new nuclear plant" Daily Telegraph (21st October), p. 1. ✓

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:

(Walsh, 2012) ✓

In reference list:

Walsh, F (2012) "two blind British men have electronic retinas fitted" Available at: <http://www.bbc.co.uk/news/health-17936302> / [Access date: 21st November 2019, 15:03]

[Online media]

Appendix 6

Summarising

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Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

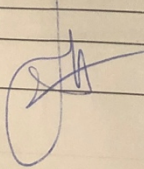
Ex.2
Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page.
Summarise main ideas from the text in your own words. Write about 175 words.

✓ Every one would like to be promoted to a better position at the workplace even though to be successful can take more time than what you thought. In addition, Judman, when you become a leader or manager is a similar situation as when you are ~~into~~ in charge of a family, you have the responsibility from outside you think is easy to have the control, different than when you are in the situation though as is not that easy, you need to take the decision. When Judman didn't know the answer for one of the employee, was an example.

✓ After a certain period Judman started to improvise because when you are a leader/manager you have to take the best decision at the moment, but you have more responsibilities also and not time for all of it. Sometimes you will find the solutions of the problems, even if you not following the plan and priorities.

✓ A philosopher Harv's has been an inspiration for Judman, on improvising himself as better managing the situation, instead to train step by step the rest. This way was better for himself. One of first rules for a manager/leader is to know the weak point of any problem very common. Second, is recent problems what you have faced already ~~and~~ or can cause in future write them down and learn for future from your mistakes or good decisions. Last and not less important is be professional at work not mix relation at work or mix like people, be neutral and do not give to much importance to do not get involve with work.

Lecturer's comments: _____

Lecturer's signature:  Date: 13.12.19

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5. FINDINGS

In this section of my report I am going to include the in-class exercises as Swot as I explain a little bit earlier help us mainly to give a consideration about ourselves in sectors of our life as strengths, weaknesses, opportunities and threats. Also here I am including Eisenhower table (you can see in the appendix 2) this table give you a support for you to organise depending the importance of the things to be done, and urgency what is needed as we trying slowly to avoid until we get rid of not necessary or important tasks, with this we can use our time efficiently and do not waste waiting until the last moment to get them done if we do have time and do not be rushing.

Additionally I am going to include my own research about the articles direct with my currently job and I hope to get the right qualification and little bit more support for my experience in this articles I am trying to explain about Management in hospitality sector I choose this topic because as i mention before at the moment I am working in this sector in which I have been growing little by little, ascending little by little and learning to develop in the business gaining more experience, but still lacking a bit of qualifications as you learn with the experience even though i think certain qualification is needed to develop the job in a better way, in this article explain *Why do we put up with so many bad managers?* (bbc, 2018), Furthermore, in adding also an article *5 examples of bad boss behaviour* (HRGrapevine, 2017) and ending with my last research *80% of employees have experienced bad management* (Muller-Heyndyk, 2018).

6. DISCUSSION

At this point after ten weeks of module and analysing all the exercises I can explain how important is organize yourself and how all of the in-class exercises can support you as I did not have all this information before, maybe I had integrated with my experience that is the way how I had to learn it without any explanation.

My own point of view regarding to the time management, the organization of your time, I can understand the importance of this as is going to help me in my future and career also same as the exercises paraphrasing and summarising which will be very helpful to understand for a later explanation for example in my workplace when Marketing is transferring us some information and we need to inform the servers I cannot do it the same way, I need to simply and explain the simplest way for the understand surely.

After my research which I mention before this is from a newspaper *Why do put up so many bad managers?* (Green,2018) In this article the author is mentioning how is been working everywhere some people was getting a promotion from just been good at work even though there are some jobs which are needed certain qualifications and preparation. However, There are people who can do their job very well in this manner they getting promoted to be manage another people on their field but they did not have the preparation for it what is need it, develop the skills academic or employability as I can see here we need to use some of the skills which I mention before such as delegate, communication, strategic planning, managing people, etc. No one has the skills or is prepare without being before taught from someone else or somewhere, that is the reason why some people who is in charge, manager, they need to go to get prepare because all of these are not coming from the nothing, exist some people who does not receive nothing at all and they just improvising then we having as result so many mistakes no only on them also we can see in the staff so after all of this is going to affect harder. Exist some managers who does not have the skill of communication and if something is going wrong with any employee, they can let it go. I think if the people would have with the right preparation, we can avoid this problem it is the organization job to put their own staff who is representing the company is the right level and preparation to develop as much as is possible. This preparation requires time and support for the company but later the company will success easily, most of the time the same problem was present but not because someone had the promotion for how good is doing something that means I can already step up, all of this problems the company needs to supervise so in someone is good we can send them for a preparation or get the right qualification and after that.

In my second research from *5 Examples of bad boss behaviour* (HRGrapevine, 2017) In this article we having the most common behaviour of a bad management, exist many different ways of being a bad boss as HR it is essential the know as soon as possible all the problems what a manager can be causing and they can evaluate or help in case is need it. This are some forms of a bad management for example we can give independence to the employees but always keep an eye on them as they could need support or we can also give some authority to people who is not ready. Try to be professional at work no matter if you working with friends or there exists any

relationship because we can get conflicts at workplace be neutral is the best way to work, so we will not be focusing only on that persons and everyone from the staff member will feel in the same position. If we giving to someone a responsibility, we need to provide support and will get a good result as they will be direct correctly. Another main point as manager we can not only be asking because some people deserve to have their own life apart from work, and the last but not less important work together with your team is the best way, if a manager is asking for comments or what do they think can be wrong the staff will feel more important and can get motivated.

And my last research is *80% of employees have experiences bad management (Muller-Heyndyk, 2018)* there are many people who left their job because of the bad management, the managers did not have the right skills and knowledge to lead a team. This bas management it had a different reason, a teacher of psychology mention that the budget can be and important reason. In this magazine they mention that they not surprised as there are good managers even though they having some skills missing. May take time to hire someone to be in charge and ensure that the organisation will be the correct one. From a teacher the staff need to support the management also, at the beginning any one is going to be bad after certain time we can consider as they will change, also the expectation of the managers can be too high but we need to focus in provide a good training, educate them and develop themselves to make a good manager.

7. CONCLUSION

In conclusion of my report after having investigated the classes received by our reader, it helped me to understand and prove myself to understand the skills that I have learned based on my experience that I have as well as it is different, after this report I can check the importance of qualifications I feel prepared to be able to continue with my career as it is my main focus at the moment. Another important point which help me is the articles as they are cases which are happening in real life and is not only affecting me.

8. REFERENCING

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Available at: <https://www.hrgrapevine.com/content/article/insight-2017-11-09-5-examples-of-bad-boss-behavior>

[Accessed 02 january 2020].

Muller-Heyndyk, 2018. *80% of employees have experienced bad management*. [Online]

Available at: <https://www.hrmagazine.co.uk/article-details/80-of-employees-have-experienced-bad-management>

[Accessed 02 january 2020].

<https://nesslabs.com/eisenhower-matrix>

<https://examples.yourdictionary.com/examples-of-skills.html>

<https://www.bbc.co.uk/news/business-46197019>

<https://www.hrgrapevine.com/content/article/insight-2017-11-09-5-examples-of-bad-boss-behavior>

<https://www.hrmagazine.co.uk/article-details/80-of-employees-have-experienced-bad-management>