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Module title: Academic and Employability Skills

MODULE CODE: BMSW 4001

Introduction :

The persistence of the report is to analyse several academic and employability skills, namely.

will be done by focussing on several skills such as:

TIME MANAGEMENT, ACADEMIC WRITING, COMMUNICATION, CRITICAL THINKING, PROBLEM-SOLVING, AND DECISION MAKING, SUMMARIZING and PARAPHRASING.

TIME MANAGEMENT

Time management is the ability to use someone's time effectively. Can be used at work, studies and organisational factors. The key to effective time management is planning and then protecting the planned time.

Can be both an academic and employability skill. At the workplace, it is essential to have excellent time management skills in order to complete the tasks on time.

Time management states the way to plan and organise how much time to spend on some activities, especially to increase productivity, efficiency, and effectiveness.

Time management requires how it can be beneficially by planning the time. Planning requires the attendance of specific goals. Without goals, there is no variance in how to spend time. Most individuals do not think abundant of targets as spend much time in the response and reaction to pressure from people and other things.

“The most effective way to live sensibly is every morning to make a plan somebody day and every night to observe the results obtained. (Alexis Carrel.)

Consuming the whole thing arranged, there can make a person feel like a robot, always on track. There are going to be social events where the person will not be able to attend due to their schedule. This one of the disadvantages that time management offers.

I believe I need to improve these skills because sometimes I tend to leave the things until the last minute or postpone them, and then I am under pressure.



Available at: wallstreetmojo.com

ACADEMIC WRITING

Scholar writing or academic writing is register prose that is conventionally characterised by" evidence....that the writer(s) have been open-minded, persistent and disciplined in the study";

Academic writing is persuasive, concise, focused, structured and backed up by evidence. Its purpose is to aid the reader in sympathetic.

It has a recognised tone and style, but is not complicated and systematises not necessitate the use of lengthy verdicts and sophisticated language.

Each subject penalty will have convinced writing pacts, vocabulary, and types of the dissertation that will become acquainted with throughout degree though there are some general characteristics of academic writing that are relevant across all disciplines.

Academic writing is :

Planned and focused, answers the questions and demonstrates an understanding of the subject.

Structured:

It is intelligible, written in a rational order, and brings together related points and material.

Proves knowledge of the subject area, supports opinions and arguments with evidence and is referenced accurately.

The first stage of writing academically is to describe the determination of the writing and the audience. Most formal academic writing at university is set by and written for, an academic tutor or assessor (academic writing handbook for international students, Stephen Bailey).

COMMUNICATION

It is the simple act of transferring information from one place, person or group to another. Every communication involves at least one sender, a message and a recipient. Being able to interconnect effectively is a vital life skill and should not be overlooked. To link well is to understand and be understood.

An understanding of communication systems directly impacts all facets of life, including human and technology interactions. (Sabah Al-Fedaghi, International Journal of Soft Computing 7,1.12-19,2012).

Shanon and Weaver are one of the models of communication that learned through this module. There are different types of communication:

Verbal communication, Non-verbal communication, Written communication, Formal and Informal so on.

Verbal communication :

It is a type of verbal communication wherein the message transmitted through the spoken words. Here the sender gives words to his, ideas, feelings, thoughts, opinions and expresses them in the form of presentations, discussions, speeches, and conversations.

The efficacy of verbal communication depends on the speaker's tone, speech clarity, the quality of words and body language used in

the conversation. The response is instant since there are a simultaneous transmission and receipt of the message by the sender and receiver respectively.

The sender must keep his tone speech clear and high to all and must design the subject substance keeping the target audience in mind.

I think I need to improve this because I struggle to express myself, I find it very hard to get words I have in my head through my mouth. During this module, one of the things I learned is how to communicate effectively. The sender should always cross-check with the receiver to make sure the message is wholly understood the same way as it envisioned. To be successful, it depends not only the speaking ability of an individual but also on the listening skill. (businessjargons.com)

Non -Verbal communication:

Also mentioned as body language comprises all those ways we communicate short of words. A more practical definition for nonverbal communication is “communication other than written or spoken language that creates meaning for someone”(Ivy&Wahl,2014,p.5).

Written communication:

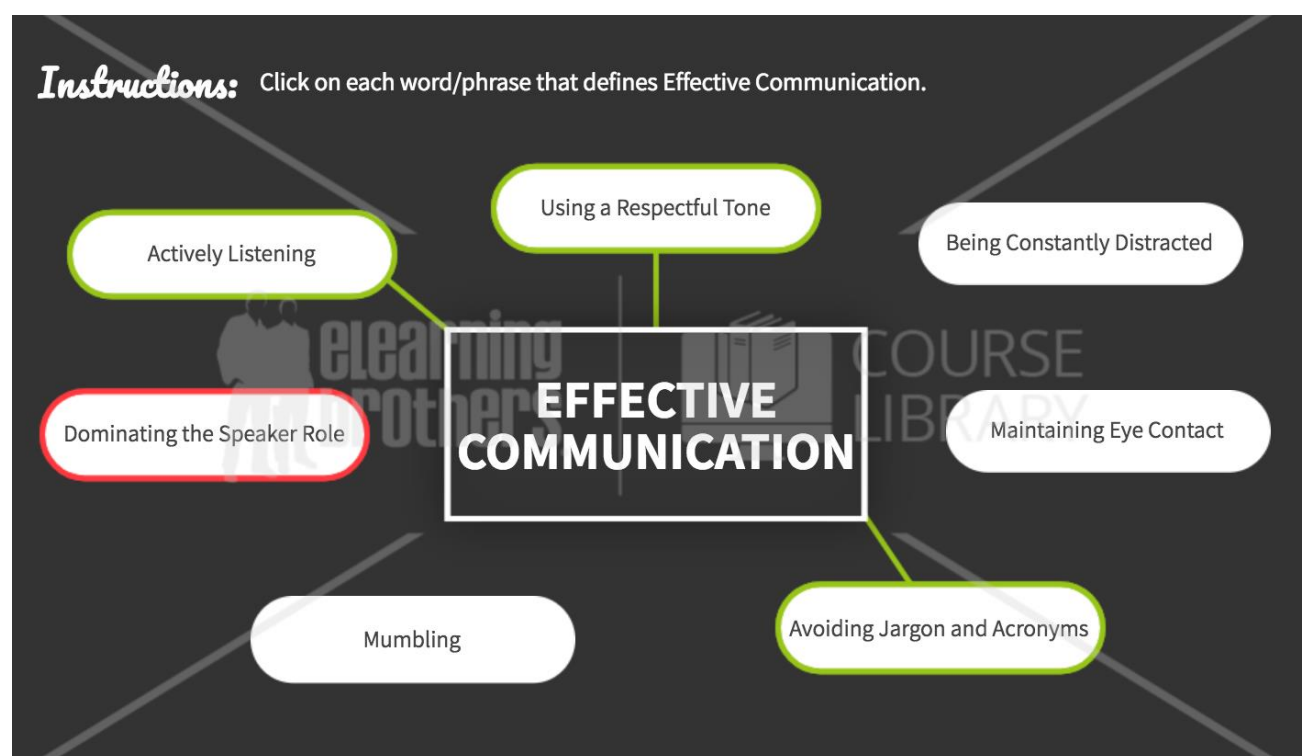
When communication performed through any written document such as mail, letters, newspaper, so on is called written communication

According to Bovee and others,” Written communication is the expression of ideas through words that are meant to read”, so the written communication is the procedure of communication in which

communications or info is exchanged or communicated within sender and receiver through written form.
.(TheBussinesCommunication.com)

Formal and Informal:

When considering the formality of communication, there are two types. One is informal communication where is anything official like tex-messages, social media such as Whatsapp daily use of communication 2017). The other one is formal communication like emails, statements, journals so on. .(Quintanilla, K.M and Wahl, S.T in Maund, Schriek, Tinkle



CRITICAL THINKING

Critical thinking is the skill to think clearly and sensibly, understanding the logical connection between ideas, to think under pressure circumstances also the analysis of facts to form a judgment.

Critical thinking is self-absorbed, self-disciplined, self-monitored and self-corrective thinking.

According to Peter Morgan "Critical thinkings are the development and use of information beyond memory and repetition ".

The ability to analyse facts establish ideas, defend opinions, evaluate influences and solve problems(Chance,1986,p.6)

"...connecting analytical thinking for the drive of evaluating what is read (2Hickey, 1990, p. 175);"

A deliberate and conscious process which is used to evaluate or interpret experiences and information with a set of reflective abilities and attitudes that guide thoughtful actions and beliefs(Mertes,1991,p.24)

- "...active, systematic process of sympathetic and evaluating arguments. A quarrel provides a declaration about the properties of some object or the relationship amid two or more objects and indication to support or refute the assertion. Critical thinkers admit that there is no single correct way to

understand and evaluate arguments and that all attempts are not necessarily successful (Mayer & Goodchild, 1990, p. 4);”

- “...the intellectually controlled process of actively and skillfully conceptualising, applying, analysing, synthesising, or appraising information gathered from, or made by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action (Scriven & Paul, 1992);”
- “reasonable reflective thinking focused on deciding what to believe or do (Ennis, 1992);”
- “... skilful, responsible thinking that facilitates good judgment because it (1) relies upon criteria, (2) is self-correcting, and (3) is sensitive to context (Lipman. 146).”

It is one of the things that I still need to improve. I find it very difficult to think clearly under pressure or stress. This is one of my most significant issues; I find thinking under pressure a very complicated thing; it is a problem that concerns most of my friends. I hope that during this course, my critical thinking will change.

1. Challenge all assumptions

2. Suspending judgment

3. Revising conclusions based on new evidence

4. Emphasizing data over beliefs

5. The neverending testing of ideas

6. The perspective that mistakes are data

7. The earnest consideration of possibilities and ideas without (always) accepting them

8. Looking for what others have missed



Strategies For Critical Thinking



Problem-Solving and Decision Making

Although there are many models of decision making, there are few attempts to match the appropriate decision strategy with different situations.

Decision Making

Decision-Making started as the reasoning process resulting in the selection of a belief or a course of action among several alternative possibilities. Decision-Making in the process of identifying and choosing alternatives based on the values, preferences, and beliefs of the decision-maker. With a step-by-step decision-making process can help to make more thoughtful, considerate decisions by organising relevant information and essential replacements. This method increases the chances that will choose the most satisfying alternative possible.

Every decision-making process produces a final choice, which may or not may not prompt the action. (Antoine Bechara and others, Journal of neuroscience 18(1), 428-437, 1998). I need to develop this skill as I struggle to make a decision, and always I need to have someone helping me to choose, even if it is a simple decision I make. I do not know if it is decent or not but I always ask for advice.

Problem Solving

Problem-solving contains using generic or ad hoc methods in an orderly manner to find solutions to glitches. Some of the problem-solving methods industrialised and used in attitude, artificial intelligence, computer science, manufacturing, arithmetic, or medicine are related to cerebral problem-solving techniques studied in psychology.

Period problem-solving revenue to some degree, dissimilar belongings contingent on the correction.

For instance, it is a cerebral process in mind and an automated process in computer science.

It is the process of working through details of a problem to reach a solution. Problem-solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skill.

Solving problems from time to time involves dealing with pragmatics, the way that context contributes to sense, and semantics, the interpretation of the problem. Problem-solving in psychology refers to the process of finding solutions to the problem encountered in life.

I do not need to develop this skill, as I am quite good at dealing with problem-solving. I help other people as well as solve their problems. (Andrew Maund, Schriek, Tinkler,2017).

SUMMARISING

A summary is a mixture of the critical ideas of a piece of writing, restated in own words.

One of the most critical features of reading for academic study is reading, so can make use of the thoughts of other people. This is important as the need to show that have understood the materials have read, and that can use their ideas and findings in the way(Spack,1988,p.42). This is an essential skill for every student

According to Kymberly Fergusson, Summarizing is an essential skill in this day's fast-paced biosphere. Being able to take the most important information concisely and accurately without wasting any time or causing misunderstandings”.

Summaries neglect the detail and focus on the core, most important points in a longer piece of information.

Learning how to summarise, we are also training ourselves to recognise important information quickly. This especially useful and time-saving when skimming articles, papers websites for info that obligatory to solve a problem.

In the workplace, existence able to summarise can save time, when checking to understand a task, describing a problem, preparing reports or recommending solutions to problems.

I use to have an excellent summarising skill but with help from the teacher and class exercises helped developed it more. (Kenedy et al.,2003:52-53).

Paraphrasing

A paraphrase is a reaffirmation of the meaning of a text or passage using other words.the term itself is served via Latin paraphrases from Greek, meaning” extra manner of look” The performance of

paraphrasing is also called “paraphrasis “.Most of the learners are making a mistake when they paraphrase, four of them are common.

Not being able to replace some words or ideas, they tend to shorten the source. Secondly, they are inclined to plagiarism for the same reason; Thirdly, they change the meaning, whether results to have not understood the main idea or have chosen synonyms inappropriate; The fourth and last one they following their own opinion with design unique instead of paraphrase it.

References

.(Andrew Maund ,Schriek,Tinkler,2017). .(Antoine Bechara and others,Journal of neuroscience18(1),428-437,1998), (Mayer & Goodchild, 1990, p. 4);” . .(Quintanilla,K.M and Wahl,S.T in Maund ,Schriek,Tinkle), (Lipman,146), academic writing handbook for international students,Stephen Bailey) .(Kenedy et al.,2003:52-53).

Conclusion

Through this report, I manage to analyse some of the skills that I learned during the first semester of this module.

I erudite a lot of new things throughout this module, amazing things and news to me. Thanks to our lecturer Ms.Anita, which is a fantastic teacher and the process of learning, makes everything so explicit and easy to understand, and the best it that she has much patience with us.

I found it like a fantastic challenge to write this report, but with research and patience, I managed to finish it.

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-Problem Solving.....	2
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In class exercises.

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: Replaced the phrase 'an efficient place' with 'a place of the world, just as it is'.

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: It keeps the idea of main text.

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: Has been placed in a different position than initially.

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: It takes out the main problem.

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: 17/04/2019

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).

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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, he was ^{informal}nt^{informal} imagine himself as an activist or social entrepreneur. His first experiences ^{was} in structured organisations, by that time he was ~~aware~~ ^{well} acknowledged with managing schedule and his manager ^{to} adapt to it. After a period of time, ~~he~~ ^{he} ~~gave~~ ^{took} all his exams ~~with high~~ ^{in the Army, joining lots} of medals and awards.

The founding and growth of team RWB was having marking of the quality of his last effort. Organization's mission and Erwin's enthusiasm ^{we} captured quickly and team RWB got media attention more than it was expected. Very fast, the company went ^{to} dimensions ~~exceeding~~ ^{exceeding} Erwin's expectations. Even if it wasn't in his plan, Erwin mistakenly got to ^{be} an ^{informal} entrepreneur.

You need to improve your paraphrasing skill and grammar.
Avoid using contractions (e.g. wasn't).

Lecturer's signature:

Date:

17/07/2019

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.

The success of ALDI makes it a high competitive in market industries a food retailer. what distinguishes ALDI from its competitors is regarding the price and keeping the quality of the products ALDI's having products 30% cheaper than the others. Simple design and all stores very similar saves space, time, space effort and energy by this ALDI is able to minimise costs. Purpose of the company is to provide value and quality, being fair and efficient. Remove 60% from the supply chain fruits and vegetables are locally sourced, where possible reducing the cost for long distance delivery. Trained staff to do a variety of tasks Remove store help ALDI minimise the number of employees, by this way lower expenditure. These cost savings are passed to customers in form of offer or lower prices. This allows ALDI to differentiate itself from competitors in terms of the products price and quality of the products on offer.

Lecturer's comments: Good summarising skill. You need to use paragraphs & reduce the number of errors.

Lecturer's signature: ctt

Date: 14/08/2019



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In-class exercise 2: Summarising

Student Name: IONUT FLORIN ENGLEZU Student ID: 1818007

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: _____

14/08/2019

