

Temenuzhka Marinova
Student ID 2030125
Module code BMSW4001
Lecturer Joanna Walsh
Assignment title GA36a

Report

Topics covered:

- 1. Time management**
- 2. Paraphrasing**
- 3. Referencing**
- 4. Summarising**

Introduction:

During the module I have learnt...

Time management/ Organising Study:

Time managing is a skill which allows a person to save time by reordering tasks between time and importance. Organising activities, the way they can be finished without pressure, can improve the effectiveness of the results, and reduce stress. Time management can show you that working hard is not as practical as working smart. Many successful busyness people use it to do their work better and to expand their free time for their families and activities which are not related to their job. A poor time management can increase the missed deadlines, lower your reputation and stalled career, and reduce the efficiency in the well-done work. Thinking about many different tasks and dividing your time between time can make your ability to function more effectively.

10 tips to manage your time

1. Start your tasks early.
2. Set limits for what you will say yes to.
3. Give yourself breaks.
4. Prioritize your tasks.
5. Schedule your tasks and deadlines.
6. Stay focussed. ...
7. Embrace time management technology. ...
8. Recognise stress.
9. Take breaks
10. Finish on time

Summarising

Time management example:

We all have 24 hours in a day. Though it is impossible to adjust the number of hours in a day, you can certainly try waking up a little earlier to extend your day. To function at its best, your body requires 6–8 hours of sleep per night.

Begin by setting your alarm 15 minutes earlier than usual, and gradually extend the period over time. You can take use of the extra time to exercise, meditate, focus, or even pursue a hobby. Gradually, your everyday productivity will rise, and time management will no longer be an issue.

Ref. “What is time management? Working Smarter to enhance productivity”

[What Is Time Management? - Time Management Skills From MindTools.com](#)

Work Smarter not Harder, Proof Hub, Apr 2018

[Work Smarter, Not Harder: 15 Time Management Tips that will Change your Life | by ProofHub | ProofHub Blog](#)

How it helped me:

Using Time management helped me to organise my time the way I can finish everything at the right time. As a mother of a 2-year-old and a 2 months-old, studying, and taking care of the chores at home I can find time for myself too which was impossible for me before. It sure would help me with my future job as a hotel manager which is one of the main skills that a productive leader should have.

Paraphrasing:

Paraphrasing is selecting information which is not your own and rewording it in your own way while still conveying the original message. If the author is not yourself, then must quote the reference to present where did you get it from. With paraphrasing you can explain a newspaper article, a book paragraph, or any other piece of information and turn it into your work and your style and convincing a certain type of group of people in your auditory. While using this method the person presenting the information is to presume

Otherwise, if the statement is appropriate and solid there is no need of paraphrasing. Sometimes it is better to cite the text directly as it is than paraphrasing it wrong and confuse the audience you are presenting it to.

How to make a standard paraphrase:

- Read the material and have a clear idea of what you want to bring
- Point the basic terms from the text
- Reword the text without checking the original one using the basic terms
- Compare both yours and the paraphrased text if the meaning is the same
- Include in text citations if not yours

How to paraphrase using a tool:

- Read the text a understand the main idea
- Paste in a quote from a cited source or add in your own work to the input box of the paraphraser. Pick a writing Mode, and click the green oval 'Paraphrase' button
- Check if the paraphrased text is close to your idea of the text and the original one
- Copy or export the paraphrase output and insert it and its relevant citation into your draft.

Examples of paraphrasing your own work or ideas

Original:

My rescue dog, Cass, is half chihuahua, a quarter pit bull, and a quarter boxer, according to her DNA test.

Paraphrase:

According to her DNA test, Cass, my rescue puppy, is half chihuahua, a quarter pit bull, and a quarter boxer.

Original: Now that you know the importance of time management, you also need to apply these powerful tips to manage your time wisely.

Paraphrase: Now that you understand the significance of time management, you must put these strong techniques to use to effectively manage your time

Reference.

Gulsaba Khan, Emily Perry PHD, (2021), "What is paraphrasing?"

[What is paraphrasing? Definition & Examples | QuillBot Blog](#)

How it helped me:

Learning how to paraphrase taught me how to explain what I learnt the way I can say it without confusing myself by saying difficult words which I do not understand. While practicing it I can follow more of the material we are learning in class and write it or say it in my words.

Referencing:

Referencing means using somebody else's work or study and including it to your research or analysis by putting names, dates, citations, websites, etc. The referencing method is used as a tool of providing you with information and giving convincing evidence to the reader. One of the most popular method of referencing is Harvard style of referencing.

What is Harvard style of referencing?

In the Harvard style, references are listed at the end of your report and are used only the name of the author and date.

A **reference list** includes all works that have been specified to in the assignment.

A **bibliography** includes all the material consulted in writing your assignment even if you have not cited them within it.

Many people use these terms mutually so, if you are uncertain about whether you need to include a bibliography as well as a reference list, ask your lecturer.

***Bibliography - list of sources used in an assignment even not directly cited**

How to do referencing in a report or an essay?

- First put the name of the author and his nickname
- Use "" to put the title in between
- Name the title of the piece
- Publication number
- Date it has been published
- Link to the website

In-text referencing: To acknowledge the work or ideas of others, in-text references or citations are employed. They are placed next to the material you have paraphrased or quoted, so the reader can tell the difference between your writing and that of others

Referencing examples:

Book (single author)

- **In-text example:** (Holt, 1997) or Holt (1997) wrote that...
- **Reference list example:** Holt, D.H. 1997. *Management principles and practices*. Sydney: Prentice-Hall.

Book (multiple authors)

- In-text example: (McCarthy, William & Pascale, 1997)
- Reference list example: McCarthy, E.J., William, D.P. & Pascale, G.Q. 1997. *Basic marketing*. Sydney: Irwin

Book (no author)

- In-text example: (A history of Greece, 1994)
- Reference list example: *A history of Greece*. 1994. Sydney: Irwin.

Journal article

- In-text example: (Conley & Galeson, 1998)
- Reference list example: Conley, T.G. & Galeson, D.W. 1998. Nativity and wealth in mid-nineteenth century cities. *Journal of Economic History*, 58(2): 468-493.

Internet/Websites

- In-text example: (Improve indigenous housing, 2007)
- Reference list example: *Improve indigenous housing now, government told*. 2007. Available from: <http://www.architecture.com.au/i-cms?page=10220>. [8 February 2009].

Company information

- In-text example: (Aspect Huntley, 2009)
- Reference list example: Aspect Huntley Data Analysis. 2009. *National Australia Bank Limited company report*. Available from: Aspect Huntley Data Analysis. [20 May 2009].

Facebook/social media

- In-text example: (Smith, 2012)
- Reference list example: Smith, P. 2012. Social networking group, (Facebook), 6 October. Available from: (website)

Ref. University of Kent, Academic Integrity, "What is referencing?"

[What is referencing? - Academic Integrity - University of Kent](#)

Harvard Referencing Style Guide: All examples, May 2021

[All examples - Harvard Referencing Style Guide - LibGuides at University of Fort Hare](#)

How it helped me:

With referencing I found a way of improving my research methods and including the sources I used in my student work helped me not using plagiarism as a main tool. Thanks to referencing I can show my explanation of the topic and of the information I received the reference from.

Summarising:

Summarizing is to express an idea in a shorter version, but rewriting is the process of explaining an idea fully in your own words, saving most of the information from the original source while keeping the original's meaning. With this certain tool the writer or the speaker can provide the audience with his explanation of the text and to save most of the reading or listening to the information. It is particularly important to not fully copy the text word-by-word from the original source in order but to show how you understand the text because it can lead to wrong summary.

How to make a summary step by step:

- Carefully read and understand the text
- Identify the author's audience
- Talk about the author's intended idea
- Chose the information related to you
- Find the key points (The most essential information)
- Change the text's structure
- Rewrite the important points in full sentences
- Double-check if relevant to the text

There are many websites providing with a summarising tool as well:

[Paraphrasing Tool | QuillBot AI](#)

[Grammarly: Free Online Writing Assistant](#)

[Wordtune Read](#)

***Summarising can be presented by using key sentences or as a paragraph**

Summarising examples:

Text - A summary begins with an introductory sentence that states the text's title, author, and main point of the text as you see it. A summary is written in your own words. A summary contains only the ideas of the original text. Do not insert any of your own opinions, interpretations, deductions, or comments into a summary.

Using Key sentences:

- A summary begins with an introductory sentence that states the text's title, author, and main point of the text as you see it.
- A summary is written in your own words.
- A summary contains only the ideas of the original text.
- Do not insert any of your own opinions, interpretations, deductions, or comments into a summary.

As a paragraph:

A summary contains only the ideas of the original text. Do not insert any of your own opinions, interpretations, deductions, or comments into a summary. A summary begins with an introductory sentence that states the text's title, author, and main point of the text as you see it.

Text - What is academic writing and examples? The simplest type of academic writing is descriptive. Its purpose is to provide facts or information. An example would be a summary of an article or a report of the results of an experiment. The kinds of instructions for a purely descriptive assignment include: 'identify', 'report', 'record', 'summarise' and 'define'

Using Key sentences:

- What is academic writing and examples?
- The simplest type of academic writing is descriptive.
- Its purpose is to provide facts or information.
- An example would be a summary of an article or a report of the results of an experiment.
- The kinds of instructions for a purely descriptive assignment include: 'identify', 'report', 'record', 'summarise' and 'define'

As a paragraph:

What is academic writing and examples? The simplest type of academic writing is descriptive its purpose is to provide facts or information. An example would be a summary of an article or a report of the results of an experiment. It could include: 'identify', 'report', 'record', 'describe', 'summarise' and 'define'

How it helped me:

Summarising helped me to understand a big amount of material without reading every single line of the original text and searching for more information from another sources. With practicing it I can export a piece of work as well without putting the whole available information about it. I can make quick conclusions and make fast decisions using the skill. It will help in my future job as a hotel manager because I would be able to make an overall statement from any type of situation and thereat find a quick resolution.

References:

Summarising

[Summarising \(eapfoundation.com\)](https://www.eapfoundation.com/)

Summarising tool

[Text Summarizer | QuillBot AI](#)