

ACADEMIC AND EMPLOYABILITY SKILLS

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ACADEMIC AND EMPLOYABILITY SKILLS

INTRODUCTION

These reports aim is to analyze the employability and academic skills. As well we know employability skills are the keys to make the team working more efficient and reach the best results in our business. The skills which will be analysis are: communication, problem-solving, time-management, team-working, leadership, paraphrasing and summarizing.

COMMUNICATION

Communication is the exchange of information and ideas between 2 or more people. The interface has a vital role in our lives from all times. If the eyes it is a mirror of our soul - communication its mirror of personality, IQ-level, soul. Everyone has an opinion, but also we have to know how to express yourself correctly and professionally to deliver our messages or ideas to people.

Communication is a skill which is used a lot at university. Students have to communicate with each other very often during the lectures and also with their lecturers. A lack of this skill will lead to misunderstandings. I can as a result of this confirm this assumption because many times happen to me. I said something, and I saw unclear reactions of people next to me. First of all English is not my native language, I do have different cultural backgrounds and education. After many times trying to make myself clear I was a failure. I stopped to say my opinion at my workplace, becoming very shy and unhappy.

After many weeks I started to analyze myself from the side. Surprisingly, but that people were right, my vocabulary was impoverished, spelling so unclear and my tone, the position was so unconfident. Here I understood that I have not to use the main ingredients of communication. One step which helped me was to recorder myself, and I started to work harder on my communications issues. After some weeks whenever I said an opinion, my friends, colleagues were surprised by my communication skills. I become more confident and never give up on myself.

I still need to improve my communication skills, because I want to handle a correct and professional way of expression and become one of the best in my business. To improve this skill, I will try to communicate more with my work colleagues and fellow students at university.

PROBLEM SOLVING

The rule of working completed 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 skills (Web Finance, 2019). It's essential to have problem-solving skill because in this way to can solve problems or issues and reach the best results. Problem-solving skills are required in every profession at every level.

This ability to solve the problem effectively it's a skill which all of us would like to handle. From my experience, I can confirm that it is vital to have it in the workplace. Being a waitress at five stars hotel every day, I am dealing with different customers, which first of all are personalities. As a result, their food and service expectation is very high compare with another place. At one particular event, I had one customer who did order all seafood which we have in our restaurant and also to bring the boxes, as proof that this product is coming from that specific country. Also, my customer insists on bringing the freshest Russian Caviar. Otherwise, she will complain to my manager about me and bad reviews on Trip Advisor. As we well know, reputation is very, very important in the Hospitality business. As soon I gave the order to the chefs I got everything, apart from the Caviar, because we were running out all in that evening. Meantime my customer made a live-stream on social media about our place and service. Here I understood that I have to improvise. As I speak the Russian language, I printed the Russian flag and wrote in a more excellent way, Russian Caviar, From Russia with big Love, and I fixed this label of another caviar jar. The minute I came in the room her face becomes happy as a child even she started to applauded and saying that from now on our place is in her top-list and of course she did the best review on social media, which is our desired marketing from customers.

After this shift, I understood how important it is to know how to react in a stressful and challenging problem, and the solution is simple by using analysis and creativity who saved me and restaurants reputation. Problem-solving is one of my strengths, and I am so happy that this ability makes my life more comfortable, and I am a skilfull team member.

TIME MANAGEMENT

Time management is the process of organizing and planning how to divide your time between specific activities. Proper management enables you to work smarter, not harder so that you get more done in more limited time, even when time is short, and tensions are high. Neglecting to manage your time damages your effectiveness and creates anxiety. Time is money. As a result of the correct divided

time the higher productivity and the best results, we are getting at the workplace, university life or family life. [Mind tools, 2019]

Time management it is a very first step to develop and use techniques and tools for higher efficiency. Effectiveness and productivity qualified planning and the right organization of time with the proper operations of the intention, and positive disposition are helping of wasting time gives us capable and professional management of time.

Efficiency is the most valuable treasure to achieve the best results and success. Ability is producing more with less effort. Instead of dreaming for a better life or watching TV, Youtube and being jealous of successful people, it is just some steps which are helping to become professional and happy as a team member, human being.

Leaving our comfort zone and start is a challenge. Spending four hours on doing the critical task is awarded with less stress for the next day and getting more confident that we can reach our goals, purposes. Especially nowadays, in a faster life. The right time management is a vital role. As soon as we find out which activities are eating our time and energy, the victoria is in our hands. As well as making a list of relevant and urgent events its means drive our professional, academic life for the new successful steps.

The 80/20 rule or Pareto's Principle, says that 20 per cent of something always are responsible for 80 per cent of the results. For example, twenty per cent of the products will have eighty per cent of the flaws. This rule explains how we can use it more effectively to manage our time and many different aspects of our life. Another opinion which is Pickles Jar Theory which deals with the element of creating proper balance it helps us to analyze priorities, as well as the amount and size of the tasks that can be achieved realistically on the deadline (Brogan, 2010).

As results, twenty per cent of our time with full engagement on doing the critical task is relating the rest eighty per cent. Surprisingly, but the right spending time focusing on what has to do- awarded with the job done on time, reduce the stress and get the best feedback.

TEAMWORKING

Teamworking is a decisive part of a business, as it is many times essential for co-workers to operate well together, trying their best in any circumstance. Teamwork implies that people will try to cooperate using their skills and to provide constructive feedback, despite any personal conflict between individuals. (Business dictionary, 2019).

The capacity to work as a part of the team is one of the essential skills in today's job market. All the companies are looking for employees who can bring their new, innovative projects, but also want people who can cooperate with others on new goals. All of us are having weaknesses and

strengths and being a team-member we have a chance to improve our shortcomings at our colleagues and sharing strengths, bringing our support on the way to do the job professionally and effectively. Teamworking is helping us to become more tolerant, patient, improving the skills as a good listener, which is crucial in working as a team. As a result, we know the professional skills of our team and respect opinions to each other- the group genuinely ready to manage even the most laborious task.

Teamwork-alike football team, every team member has the task on which one, is engaging and trying to perform brilliantly and professionally. As support, cooperation, trust and conflict management of every team member are truly magic. Because these are the primary skills of working efficiently on teamwork which a helping to stay focus on the best results, projects, goals of companies. After every team work-people are tenting to discover themselves from another side, many times finding out that is having a lot to work on personal qualities and boost professional element which is great., Coming together is a beginning. Keeping together is progress. Working together is a success, Henri Ford.

According to Henri Ford 1863 working together -its means to multiplies the successes which are making people stay connecting and spread the genius ideas in the whole world faster and efficiency. Being is introvert and staying more focusing on internal thoughts, feelings and moods rather than seeking out external stimulation; every teamwork is a challenge and vulnerable for me. Still need to work hard to improve this skill and become truly devote team member.

Teamwork is the necessary process which is leading companies to achieve the best results on the business.

LEADERSHIP

Leadership is lifting a person's vision to high sights. The raising of a person's performance to a higher standard. The building of a personality beyond its usual limitations. The importance of leadership in the workplace is tremendously significant. Team-leader alike captain on the ship; the captain is responsible for every movement of the boat, despite good or bad weather.

Team-leader naturally possess certain qualities, such as compassion and integrity or learn leadership skills through formal training and experience. The professional team leader can boost confidence in the team and increase productivity. To drive the team, leaders provide focus and drive the team forward- by precisely defining objects and explaining step by step to each and team member about particular movement. Team leaders are making sure that the task is clearly for the whole team and of course, checking team member's progress and helping them to find out any issues which shape the way to success safer.

Also, team leaders are empowering team members to get full engagement. The professional team leader is always encouraging efficient communication and builds a relationship between team

members who are tending to learn from each and others the best personal and professional skills. One more essential skills which are possessing efficient team leaders take responsibility for decision-making. It is a vital role to make the right decision about which task has to execute through multiple choices avoiding task delays. One valuable treasure that is helping team leaders to maintain this position is a proper balance of emotional and logical thinking to take the impartial choice of task and team benefit. Being a team leader, it is not easy at all; its a challenge every day and facing a hundred difficult situations by a single person. Team-leader will not say how hard it is, but stay calm and boost team members' confidence and professionalism to do the job and extense company brand through the business market. Seeing every day which titanic job are including this position, finding out that I have to improve this skill.

PARAPHRASING

Paraphrasing it is a cognitive skill that requires higher-order thinking and high proficiency is both reading and writing. One technique to prevent plagiarism and improve students' academic writing skills is paraphrasing (Gardner, 1999). Paraphrasing is an essential skill in academic life. Flat or bland paraphrasing can destroy the main ideas of the original authors. Paraphrasing is always a problem for people in which English Language a not native language.

The key to paraphrase professionally is a very well know the English Language. To improve this skill, international students have to watch DVDs rather than TV. It is better to use something that you can watch over again and catch all the information. Graded readers, these books are fitting perfect for student's level. After students follow some steps and surround just in English, the academic life will become much more comfortable and lighter.

Because paraphrasing is showing how good or bad the readers understood sources, texts. In academic life paraphrasing having a vital role and many students locked their success with bad examples of paraphrasing- when they lost the author's main ideas. Surprisingly but paraphrasing is a real useful linguistic tool for international students, learners to manipulate the language of existing literature. As well as being a well-spoken English language external speakers can contribute to develop our ideas and unlock the way to successes and new opportunities in our life or our second life. According to national wisdom. As many languages are you speaking-more personalizes you have, of course it is a great opportunity to make our dreams come true.

I still need to improve my paraphrasing skill because I want to handle professional paraphrasing and a very high level of writing and speaking of the English Language.

CONCLUSION

To improve our lives we have to work hard on our abilities and skills. Especially in nowadays life, the faster life, we have to make double efforts. In my point of view: communication, problem-solving time management, team working, leadership and paraphrasing are the keys point which can lift our life at the best and professional level. Some of these skills I can handle, some of them are my weaknesses which I will work hard to become my strength.

Every hard work is giving more confidence and courage that nothing is impossible. A person who will handle this set of skills will become a precious team member, bringing new ideas and applying them on the way to become real.

I am very happy that I had a chance to study this year about Academic and Employability skills. In this course, I studied the vital role of skills which changed my way of thinking and actions on academics and the workplace.

REFERENCES

- MindTools (2019) *Time management skills – the core skills needed to manage your time* [online]. Available at: https://www.mindtools.com/pages/article/newTMM_92.htm (Accessed: 11 December 2019).
- Web Finance Inc. (2019) *Problem solving* [Online]. Available at: <http://www.businessdictionary.com/definition/problem-solving.html> (Accessed: 30 November 2019).
- International Journal of Engineering Technology, Management and Applied Sciences, www.ijetmas.com, September 2015, Volume3.
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Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

Student Name: Colanau, Tatiana Student ID/Group: 1908452/G4

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: _____



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.

If you want to succeed, devote some time and energy -
to self-leadership. Do not overvalue yourself.
Mr. Louis Judmann was so overconfident before to get the
position, but after he fell apart - reasons of
no practice and being confident.
Judman realized, that at his higher position he was
busy to do many jobs and skipped the important ones.
After many ^{much} research he found that he have to
master to improve his self-leadership.
In order to ^W performance self-leadership, he started
to analyse his best qualities and his weaknesses.
Also he leave his comfort zone and started
to do new jobs, or experience which just can
improve his leader behaviour.
To get the best feedback and become professional
always stay calm and focus on your
vision besides of colleagues pressure.

Lecturer's comments:

Good but not all main ideas have been
mentioned. (e.g. about Marcus Aurelius). You need
to reduce the number of language errors. Try
to ~~use~~ use paragraphs

Lecturer's signature:

[Signature]

Date:

9/12/2019



Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

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 he will do some changes in the office. X

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

I wish if he will write some many times X

3) We were concerned about her health.

We had some worries about her good health X

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

If you had more attentions, you have have more so many mistakes. X

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

Because of _____ X

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

His proposal wasn't that good because he relied more on theoretical work. X

7) It was Mary who stole money.

He accused Mary that she stole the money X

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

On the first sight he looks good boy. Although it's not. X

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

The responsibility for of students its to avoid plagiarism and do their own jobs. X

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

Lecturer's comments: you need to improve your paraphrasing skill & grammar asap

Lecturer's signature: _____

Date: 11/11/2019



Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Tatiana Calancea Student ID: 1908452
 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.

Chocolate are synonyms of wealthy lifestyle and give a feeling of holiday. Surprisingly, in 2001 we found out that for our favorite sweet in Ivory Coast were used child as a slave, which disappointed chocolate companies, consumers and governments. As a result the the USA introduced a law in chocolate companies, who have to agree that in their companies are not working child and have to write on their chocolate "Slave-labour free". ^{not really} At the end chocolate industry welcomed international law which ~~also~~ permitted them in term of four years to stop child slave labour.

Lecturer's comments:

Difficult to understand there are many language errors

Lecturer's signature:

all

Date:

11/11/2019

