

Workplace Academic and Employability Skills

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Academic and Employability Skills (BMSW4001_LON)

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Table of Contents

Introduction	3
Employability Skills	3
Time management	4
Academic Skill.....	7
Paraphrasing	7
Referencing	8
Conclusion	9
References	10
Appendix.....	12

Introduction

In this assignment, the study will analyze the chosen topic workplace academic and employability skills. Academic skills and Employability skills are the two most part of career readiness. These skills are applied to concrete conditions for functioning in the workplace and on activities of a regular basis. For this, the study will evaluate employability skills, time management, and academic skills. It will evaluate the paraphrasing with conclusion and referencing. The main purpose of the assignment is to provide the opportunity to the learners for using the knowledge for skill development.

Employability Skills

- **According to the viewpoint of Broadbent and Poon (2015), employability skills are effective skills, personal values, and qualities that enable them to thrive in the workplace. Some of the employability skills that helped me as I want to be a manager, thus, some of the skills are:**
- **Initiative and motivation- Motivation and initiative mean looking for those things which are necessary to be complete without any kind of questions. This involves the idea of creating more ways of improving things.**
- **Teamwork- Teamwork is the ability to get the people we work with. It includes working together until the achievement of the goals that was targeted by the entire member who was working together.**
- **Problem-solving- this means seeking solutions when anyone is facing any kind of problem (Kizilcec et al.,2016) It includes the ability for using a logical procedure for finding out things.**
- **Self-management- self-management means the ability to do the job by own without any kind of support all the time.**
- **Proper communication- communication means becoming clear about the goal and idea which is needed to express(Ito and Kawazoe,2017). It includes listening and the power of understanding what the other person is trying to say or express. It involves non-verbal communication like the body language that we use.**

- **Planning and organizing-** This means to work out for those which are required to be done and their ways of doing it. Organizing and planning include things like creating the timeline of projects and the deadline of meetings.
- **Technology-** Technology skills refers to the ability of using the computer for doing word, excel, for sending emails, or to know the usage of office equipment. It also includes video editing, social media or language programming.
- **Learning-** Learning means understanding something which is unknown or new to that person and capturing them rapidly. It also includes doing new works and capable of adapting it for changes.

Some other employability skills that I tried to build by myself are:

- **Volunteering and unpaid work**
- **Paid work**
- **Community**
- **Sports or other hobbies**

Time management

Time management is the procedure of planning and organizing and the way of dividing the time among particular activities. As I want to be a manager, this management will help me to empower my working ability in a smarter way than harder so that it can be done in a shorter time even in pressure and tight schedule. This management skill involves various skills that will help to manage the time well. According to the viewpoint of Sharp and Sharp(2016), some of the important skills are as follows:

- **Organization:** staying in an organized way that can help in maintaining a proper picture of the requirement which is needed to complete and at what time. Being in an organized way may help to maintain an updated calendar for locating few documents in an easier way and by maintaining a tidy and clean environment.
- **Prioritization:** appraising every responsibility for the priority is the main time manager. There are several ways for prioritization the needs for accomplishment. I may take the decision to finish the work fast, easy items are followed by a long time. On the other hand, it may prioritize my tasks that start with both the combination.
- **Goal-setting:** Setting a goal is a very first stage of becoming a suitable time manager. This setting of goal allows for understanding the last goal and the

ultimate requirement for the priority for accomplishing it (Collet et al.,2015).

This can help to achieve my goal by setting both the long and short term.

- **Communication:** The development of strong skills in communication allows us to make the goals and plans for the people to work properly. It allows assigning the focus on finishing the most significant task which aligns the goals.
- **Planning:** Planning is an important part of time management. Being effective in planning out, meeting and the way of accomplishing things will helps us to stick to the schedule.
- **Delegation:** To be a good manager it is necessary to complete my task which will help me and my company for which I am working (Bates et al.,2019). When this skill is about to complete by me for being a manager, it is also needed to practice the delegating task while looking after a project.
- **Stress management:** While practicing time management, it is needed to be attentive for the mental health. Managing stress in a proper process can help to stay encouraged and give a good performance while going through the schedule.

Time management skills play a vital role because it helps to create a structure of the work in a proper way which allows in the accomplishment of the goals (Hashemyolia *et al.*,2015). Working on the skills of time management can help to be a proper and strong employee while applying the opportunities.

According to the viewpoint of O'Connor and Bodicoat(2017), the steps to improve the skills of time management are as follows:

- Setting long and short term goals
- Managing the calendar
- Prioritizing the assignments

Improving the skills of time management can help to be proper work and should have the capability of concentrating fully throughout the day. With the help of organizing, prioritizing and setting goals, I can be a proper manager.

SWOT Analysis

Strength • Better time management • Good at developing rapport • Working properly in team	Weakness • Hard to remember the team members if they have any mistakes
Opportunities • Improving the academic work • Building the understanding of same professions • Developing the skills through working experience • Making the network strong	Threats • too much of work • people are interested in group work

Academic Skill

In order to achieve the long term goal of becoming a manager I have to work hard and a high level of patience is needed. I know from many pieces of evidence that becoming a manager is not an easy job as addressing the issues in a patient way is the main objective of designation this means many academic skills are needed for becoming a successful manager in a particular organization. I need to enhance my paraphrasing and preparation skills in an effective way if I want to do justice to my academic skills.

Paraphrasing

Paraphrasing skill is the most important section of academic skills. This can be termed as the skills required for understanding and presenting others' ideas in the context of mine. Paraphrasing helps in understanding the topic to the depth. According to the view of Rabiner *et al.* (2016), these skills will be helpful for becoming a manager as a proper insight into the topic will be gained. In order to paraphrase effectively, I have practiced some strategies which include reading the passage repeatedly and looking for words whose meaning I do not recognize. According to the opinion of Lerkkanen *et al.* (2016), the searching of those words and reading the passage should be done repeatedly until the proper knowledge gained about the intention of the author behind using these words and also its full meaning. After doing that I usually covered the passage and tries to write the author's idea in my own words. In which way something can be explained in a proper way to my instructor or classmate. After I have finished writing I use to check my presentation of the author's Idea against the original idea. It happened many times that I have been able to recognize that the author's Idea has been presented by me in a unique style. I need to practice more in order to improve my paraphrasing skills as this will help in presenting a particular project in a unique style by taking help from the journals written by different authors or some inspirational persons.

I can enhance my paraphrasing skills in a more effective way by paraphrasing the context of authentic and good authors. In the process of enhancing paraphrasing skills, I can also learn something valuable about managerial techniques needed to maintain good relations with the stakeholders while managing them. As per the view of Pakarinen *et al.* (2017), it can be said that the managers will have to give their best in

addressing the issues of the stakeholders as they are the only ones involved in getting profitable outcomes from the business processes of the organization. If I have to become a manager I have to learn different effects of managerial attitude which can be fruitful for my organization. After paraphrasing, the comparison of my context to the original one can help in rectifying my mistakes from the roots.

Referencing

I need to act on my referencing skills in a much effective way as I am very poor in the citation. I am trying to improve my referencing skills by properly recognizing the authentic contents and citing them at the time of writing or taking the information. According to the opinion of Jeon *et al.* (2018), it can be said that the referencing can be very effective for adding authority to a statement or an argument. I want to show the teachers are the instructors that I have researched in a detailed way for a particular research topic before doing an assignment or a project. According to the view of Tamis-LeMonda *et al.* (2019), this can be said that it is one of the most important skills as this helps in acknowledging others' work by eradicating the accusations of plagiarism or other illegal academic practices. It is very important to give credit to the authors with the help of whom we are progressing properly in our academic fields. The research done by the authors is helping us to get over our assignments and issues regarding some managerial techniques or any other organizational factors. Readers can check the authenticity of the material I have provided through proper referencing and citations. According to the opinion of McCormick *et al.* (2018), to be specific, it can be said that referencing and citations are mainly required for maintaining the authenticity of a work.

Referencing skills are needed to eradicate the suspicions raised of Plagiarism in the academic field. I am trying to enhance my referencing or citation skills by copying the name of the authors while researching the topic. As per the opinion of Prayitno *et al.* (2017), this will lessen the probability of forgetting to give their names at the end of the assignment or acknowledging them for using their works for effective progress of research. As per the opinion of James (2018), this can be said that It is the basic ethics to be grateful to the person whose work has helped you while completing a task positively and successfully. It is done through referencing and citations.

Conclusion

It can be concluded that there are some academic skills needed for a person to become a successful manager and those can be referencing skills or paraphrasing skills. It can be said that the paraphrasing skills are helpful providing the researcher unique style by which they can be recognized. Proper knowledge can be gained by the researcher while reading the text of an author and presenting it in own style. It can be said that I have benefited a lot from these practices as this has made me confident about making arguments and presenting work in my own style. I have been successful in focusing on innovation due to the enhancement of paraphrasing skills. Referencing and citing, skills are helpful for adding authority to one's work. The authenticity of the work can be checked with the help of referencing and citation. Above all, time management is very important for enhancing the skills and presenting them in the practical field.

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ARGENTINA ANICA SONOC - 1906235 - GROUP 4



Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: ARGENTINA ANICA SONOC Student ID: 1906235

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.

IN THE 2001 IN IVORY COAST WAS ~~A~~ INVOLVED
THE CHOCOLATE COMPANIES, ABOUT CHILD SLAVE
WAS A SHOCK FOR ALL THE COMPANIE, CONSUMERS AND
THE GOVERNMENT

THE USA MAKE A LEGISLATION STANDARD FOR
ALL THE COMPANIES WHO CAN DO BETTER THEIR
CHOCOLATE AND TO PRODUCE A CHOCOLATE
WITHOUT FORCED LABOUR AND, "SLAVE LABOUR FREE"

AFTER THIS THE INDUSTRY OF CHOCOLATE THEY
AGREE A PROTOCOL FOR ALL THE INTERNATIONAL
COMPANIES IN THIS YEARS TO LIMIT ALL ABUSIVE
PRACTICE

Lecturer's comments: Good attempt at changing the structure of the original, but there are quite a few grammatical problems. It would help the quality of your writing if you improved your grammar.

Lecturer's signature: *AKC*

Date: 11-11-2019

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 MAKE AN ANNOUNCEMENT in the office. X

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

I wish HE WRITEN TO ME MORE X

3) We were concerned about her health.

We had some WORRIES FOR HER HEALTH ✓

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

If YOU ARE NOT CAREFUL WILL HAVE so many mistakes. NEARLY

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

Because of LOW BUDGET THE COUNCIL COULDN'T PROVIDE FREE P. ✓

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

His proposal RELIED TOO HEAVELY ON THEORY TO BE SUCCESSFUL

7) It was Mary who stole money.

He accused MARY FOR THEFT NEARLY

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

ALTHOUGH HE'S NOT VERY BRIGHT HE SEEMS WELL-EDUCATED ✓

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

The responsibility for UNDERSTANDING AND ATTRIBUTION ON STUDENT IT'S UNIVERSITY 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: Problems with verb tenses and prepositions

Lecturer's signature: [Signature] Date: 11/11/19



Academic and Employability Skills (ACE) – term 1
BMSW4001

In-class exercise 2: Summarising (Oct 2019)

Student Name: ARGENTINA ANICA SONOC Student ID/Group: 1906235 

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: _____

9/12/19

Ex.2

171 WORDS

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.

No Books
ARE
REFERRED
TO IN
THE
ORIGINAL

LARS SUDMANN SAID: IF YOU WANT TO SUCCEED, YOU
HAVE TO DEDICATE SOME TIME AND ENERGY FOR
YOURSELF. AT THE SAME TIME WE HAVE ALL THIS
VISION HOW WE WILL DO IT AND HOW NICE CAN BE, AND HOW
WE WILL AVOID THE MISTAKE. BUT WHEN WE ARE IN THIS
POSITION WE REALISE IT'S NOT HOW WE EXPECTED
MANY WORKERS IN THE WORLD, LEADERS BOSS, THEY HAVE A LOT OF
WORK TO DO BUT THEY DON'T HAVE THE TIME. IN A POSITION OF
POWER CAUSES THEM TO FIND PEOPLE WHO WILL TAKE OF A LOT OF PROBLEMS
SUDMANN FOUND A SOLUTION IN SOME BOOKS AND HE FOUND THIS
BOOK VERY HELPFUL. LEADERS NEED TO KNOW ALL THE
PREDILECTION AND WEAKNESSES. THEN YOU HAVE TO TAKE EVERY
DAY TIME FOR YOURSELF TO REFLECT, TO THINK AND TO
FIND HOW TO SOLVE THE PROBLEMS, WHAT CHALLENGES
WE FOUND AND HOW CAN IMPROVE OUR GOALS
ALSO THINK YOUR FEELINGS IT'S NOT IMPORTANT HOW MUCH
YOU THINK, IT'S IMPORTANT TO FIND ALWAYS THE
SOLUTION AND TO MAKE IT!

Lecturer's comments: Quite good, you have included more of
the key points, but what about 'reframing'. You shouldn't
introduce details not in the original (e.g. books).

Lecturer's signature:

APC

Date:

11/12/19

ARGENTINA- ANICA SEWOC

GROUP 4

Personal Development Plan

My Goals	My long term goal is to become a manager. I know is a lot of hard work, determination and patience is required. Many people fail to become a manager but that's not going to stop me anyway from working hard and learning everything I can. I know it's going to be tough but become a manager is a long term goal of mine and I'm going to work towards.
Prioritise Those Goals	Going to finish my school, to take my graduated, work support my team and my head manager. Work towards to become a head manager.
Next Stepp	I have to focus on my project and to focus to my work. Keep a list of projects, have a clear outcome, communicate with my team.
Recognise Threats And Opportunities	Sometimes I cannot manage my time and I'm scared to be overtired at work and school. The next week new software will be installed in our system and I have the opportunity to learn more about everything.
Development of skills and increase of knowledge	I have to develop my communication skills (listening, speaking and writing) To increase my knowledge I have to read more, to listen people with more experience than me.
Conclusion	I am confident in my own abilities, planning and time management. I have a strong working ethic, self-discipline, ability to work under the pressure, creativity and optimism. I also feel that my studies and interaction with my peers will improve my ability to deal with issue. As many of the modules at university require teamwork projects, I will be able to enhance my team working skills further. I can only hope that by the end of this year at university my peers and team members can see changes in me for the better and some development has actually occurred.
Term	Date: 10/2022

✓ Generally good

ARGENTINA - ANICA - SONOC GG

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SWOT (Strenghts, Weaknesses, Opportunities and Threats)

^{ch}

Strenghts	Weaknesses
• Good time management. • Good at building rapport^s. • Work well in team.	• Difficult to recall the team members when they make mistakes.
Opportunities	Threats
• Improve academic work. • Develop understanding of similar professions. • Enhance skills trough work experience. • Strengthen the network of people I know.	• Overload of work. • People not pulling their weight in a group work.

✓ Good, but maybe you could think of additional strenghts & weaknesses