

Individual presentation.

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STUDENT NUMBER: 2019276

MODULE NAME: ACADEMIC AND EMPLOYABILITY SKILLS MODULE

MODULE CODE: BMSW4001

ASSESMENT TITLE: ACE PRATICAL PORTFOLIO

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BUY AND SELL CARS

I Help people to buy good cars
and at a good price.

My clients are public servants .

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BUY AND SELL CARS

In my future career after finishing the course I want to be a businessman. opening my own business, "**Buy and Sell Cars in Africa**". I choose this business because I know that is very profitable in Africa, especially in my country, **Guinea Bissau**. I select by taking advantage of the new law that will prevent **Diesel cars** from circulating in the **UK**.

I know this business needs some abilities. one of the skills needed is time management. I was particularly good at managing my time and I had some lectures about time management it makes me feels more comfortable, also I read some books.

one of the books I read **Tracy (2013)**.

According to **Tracy (2013)**, one of the techniques "**use the ABCDE Method Continually**" means before start doing the tasks, make a list and choose a point, then try to agree not to do anything before that point over. Implementing this habit improves your time management skills, saves your time, and helps to prioritize the most important tasks.

Author: Tracy (2013)

Tittle: Eat that Frog

Publisher: Holder and Stoughton Ltd 338 Euston Road

London NW1 3BH



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SKILLS NEEDED

- ▶ Time management
- ▶ Time management
- ▶ Customer service
- ▶ Teamwork

TIME MANAGEMENT



After having some lectures and read the Tracy (2013), I will be able to use the technique to improve my customer service and product sales.

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Customer service

This skill helps me to improve customer service and able to increase more sales.



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TEAMWORK:

- ▶ Being able to work in a team:
- ▶ This is one of the skills that I feel most comfortable with
- ▶ I can work alone as well as in a group.
- ▶ working in a group helps work better organized and make customers happy.



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Conclusion

- ▶ In conclusion, I will use everything I had learn in VirtualLearningEnvironment, whether with the teacher as classmates and the techniques used by Brain Tracy.
- ▶ Before the classes and talks with my classmates ,my ideas were very restricted about time management.
- ▶ Now I feel prepared for my future dream in investing in buying and selling cars.
- ▶ I will use all this acquired experience to make a good company.

REFERENCES

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