



REPORT

ACADEMIC AND EMPLOYABILITY SKILLS

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Module: Academic and Employability Skills (BMSW4001_LON)

Lecturer: Tim Hopkins

Date: 21-12-2019

CONTENTS

1. Summary	Page 3
2. Introduction.....	Page 3
3. Methodology.....	Page 3
4. Results or Findings.....	Page 4-11
5. Discussion.....	Page 5-16
6. Conclusions and recommendations.....	Page 17
7. References.....	Page 18
8. Appendix.....	Page 19-31

1.SUMMARY

This report presents an analysis of my development in relation to my goals and objectives, to reach the manager position. In order to do so, I do this report to explain all the processes I have taken, they are seven methods and this report is divided in 7 contents, each one containing important information.

I add screenshots and articles related to my main goal.

2. INTRODUCTION

The present report shows what we have seen, we have done and we have reviewed since the beginning of this course, Academic and Employability Skills. In addition to that, I will link all what we have done in class with my own goals and objectives.

I will show with details all the processes I carried out to make this work.

The PDP, which is a plan, the SWOT analysis, which is a table, time management (Eisenhower table), the paraphrasing exercises, the summarising exercises, the referencing and the articles.

My objectives are clear, link all the exercises we have done with my current goal which is being a manager at my actual workplace.

3. METHODOLOGY

My methodology includes looking at our week by week module, exercises in class in which are included paraphrasing (appendix) and summarising (appendix), sentence structure exercises, referencing exercises, the SWOT analysis which collects characteristics of mine.

I am collecting all the information from my class exercises, all the points we have practised in class and all the work I did at home. I also include information from the Internet to provide more detailed information of what my goals are.

All of these particulars with a logical and concise order to show clearly the process I have taken to make this report.

4. RESULTS or FINDINGS

In this section, I am proving all the skills and homeworks that I made and developed at home and class. I include my PDP, SWOT, time management (Eisenhower table), paraphrasing, summarising and articles. Three of them will be shown in tables and the other three will be shown in a written way.

PDP: PDP means Personal Development Plan, which is a plan that allows people to take charge of their own learning. It is a table that shows three different sections and 3 different terms.

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	- Save money - Be intermediate or proficient Italian speaker - Be beginner Portuguese speaker	- Invest my money - Improve my language skills	- Finish university and get my degree
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	- Languages	- IT skills	- University knowledge linked to languages and IT skills
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	- Home exercises - Speak with native speakers	- Attending classes	Work on something related to all the tasks mentioned

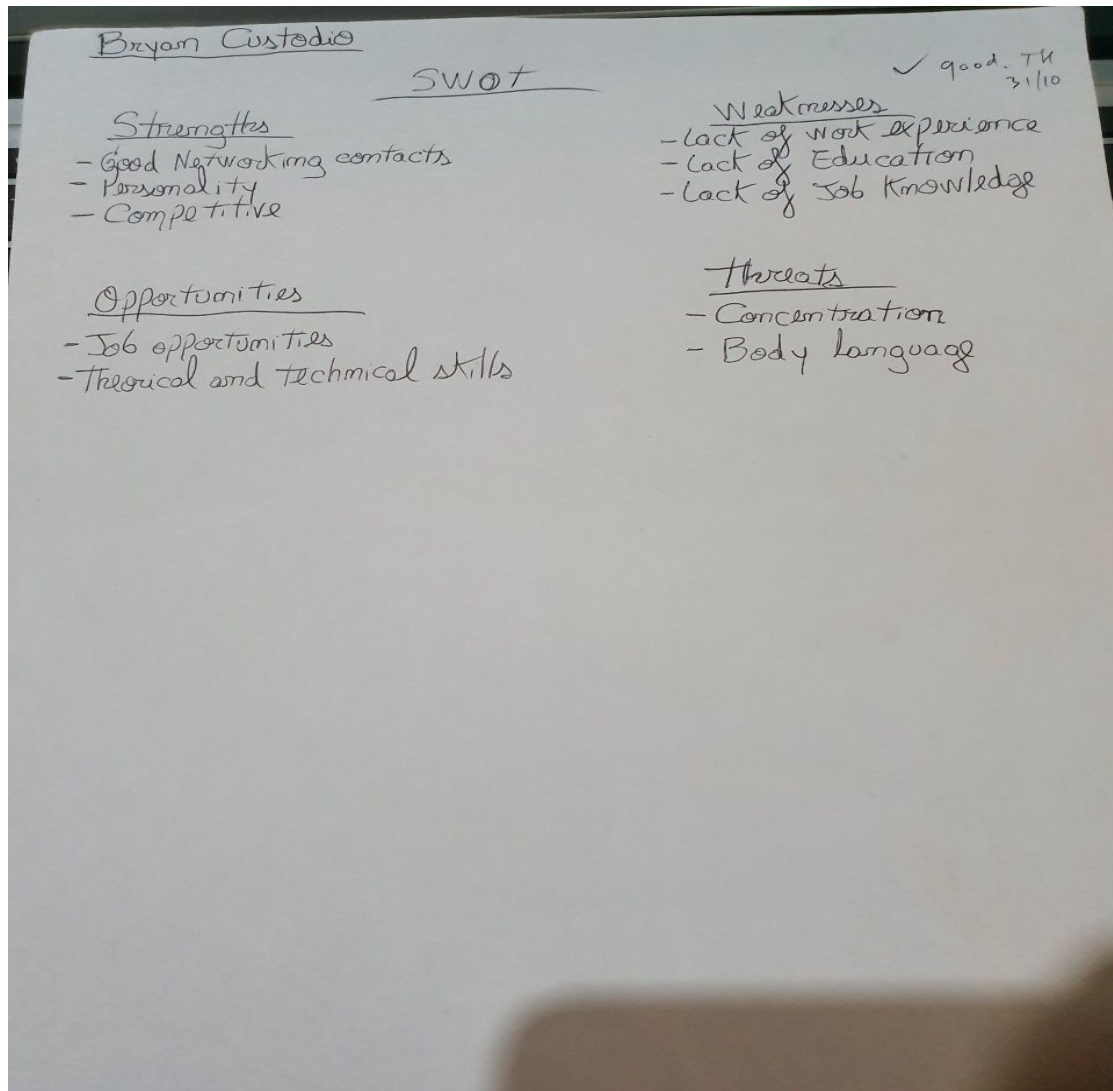
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	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 4 - Resources What resources do I need? <i>Example: free time; funding</i>	- Free time - Money	- Free time - Money - People	- Free time - Money - People
Section 5 - Time Schedule What is my time schedule?	- One hour per day	- Two hour per day	- Making a habit
When will I start?	As soon as possible	In six months	In two years
When do I expect to finish?	In six months	In two years	In three years
Section 6 - Completion When have I completed each step?	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

See appendix

SWOT analysis: In this part we have done the SWOT analysis table, that shows characteristics of mine.



See appendix

Time management (Eisenhower table): In this part I will show what is the most important and not important for me when I manage my time when I have to do my tasks.

Important	.Finish assignments .Save money to invest	.Travel
Non important	.Watch Youtube	.Waste money
	URGENT	NON URGENT

Paraphrasing: This exercise basically is to write the ideas of another person in your own words. There are 3 techniques that will help me which are using synonyms, changing the word class (nouns to adjectives and verbs to adjectives) and changing the word order.

Academic and Employability Skills – BMSW4001
Term 1
In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Bryan Custodio Student ID: 49

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 has always been considered an affordable little luxury, related with romance and parties. Back there in 2001, stories that the way in which cocoa was produced in the African country called Ivory Coast, child slavery at work, deeply impacted negatively chocolate companies, clients and governments.

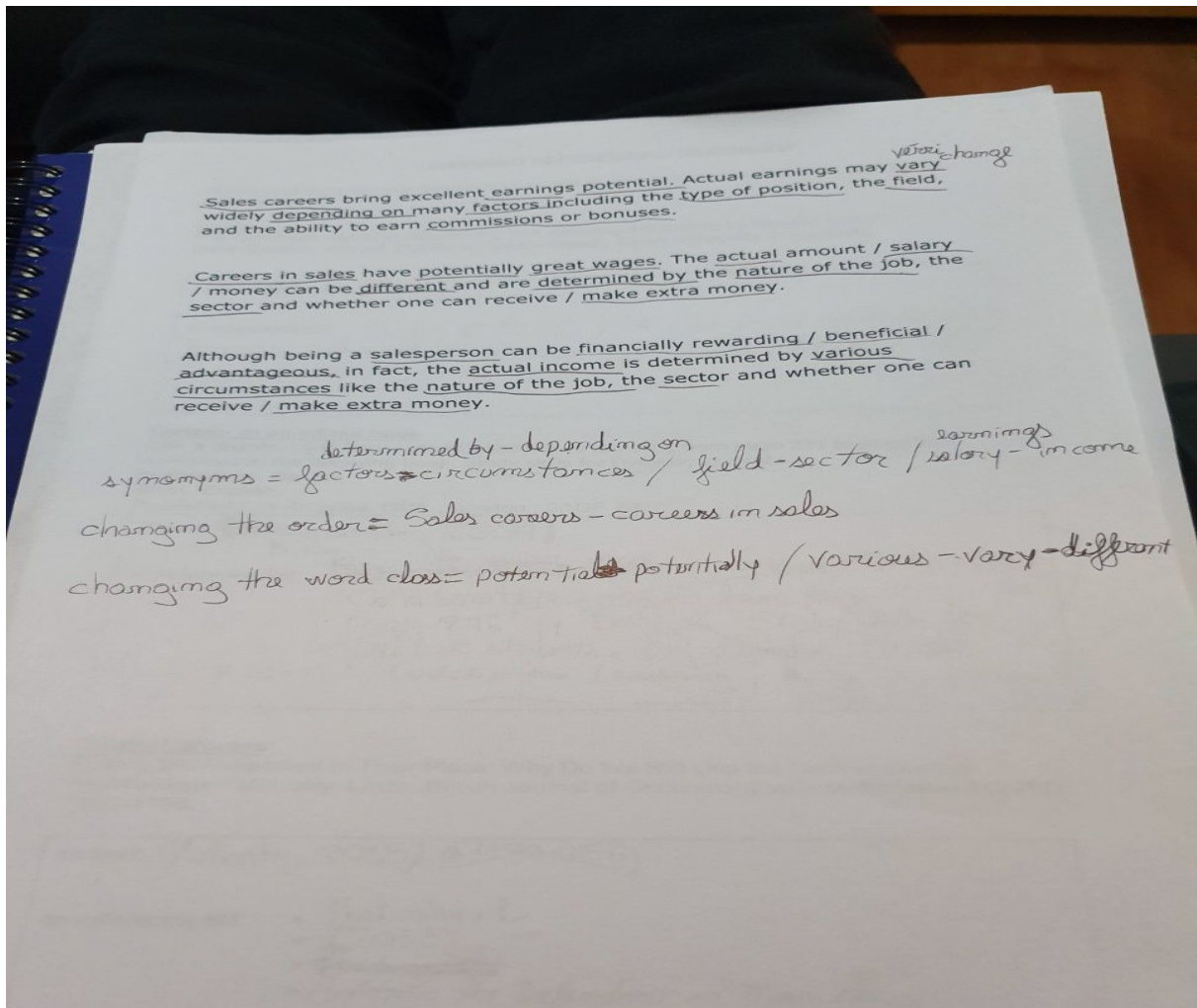
The USA ordered legislation levels to be created to allow companies who could demonstrate that their chocolate was elaborated without forcing at work to label their chocolate "slave-labour free." Four years were given to the chocolate producers for the abusive practices, this worldwide protocol was accepted by the chocolate industry.

Lecturer's comments: - a good attempt
Now work on vocabulary and grammar!

Lecturer's signature: [Signature] Date: 21.11.19

1 | Page

See appendix



See appendix

Summarising: Basically means to concisely write the main ideas of a text or something written by another person. Make a summary.

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.

- ✓ Lars Sydman, who is a consultant, tell us about leadership and how to lead, he advises us to take a time and determination to improve ourselves and how things change when we have to take the responsibility.
- ✓ He found out that we need to struggle and in order to be a better leader, we have to set our priorities and strategies and take the responsibilities for the problems.
- ✓ His mentors were Marcus Aurelius and Stoic philosopher. He learnt the three methods that takes you into leadership
- ✓ The first is to know the biases, predilections and weaknesses. The second one is to stop and think about the challenges you are facing and write them down, in case you want to check them out again and learn from them.
- ✓ The last one is to manage your feelings and practice "reframing", asking yourself how important is the issue and how could you handle it?

Lecturer's comments:

good effort!

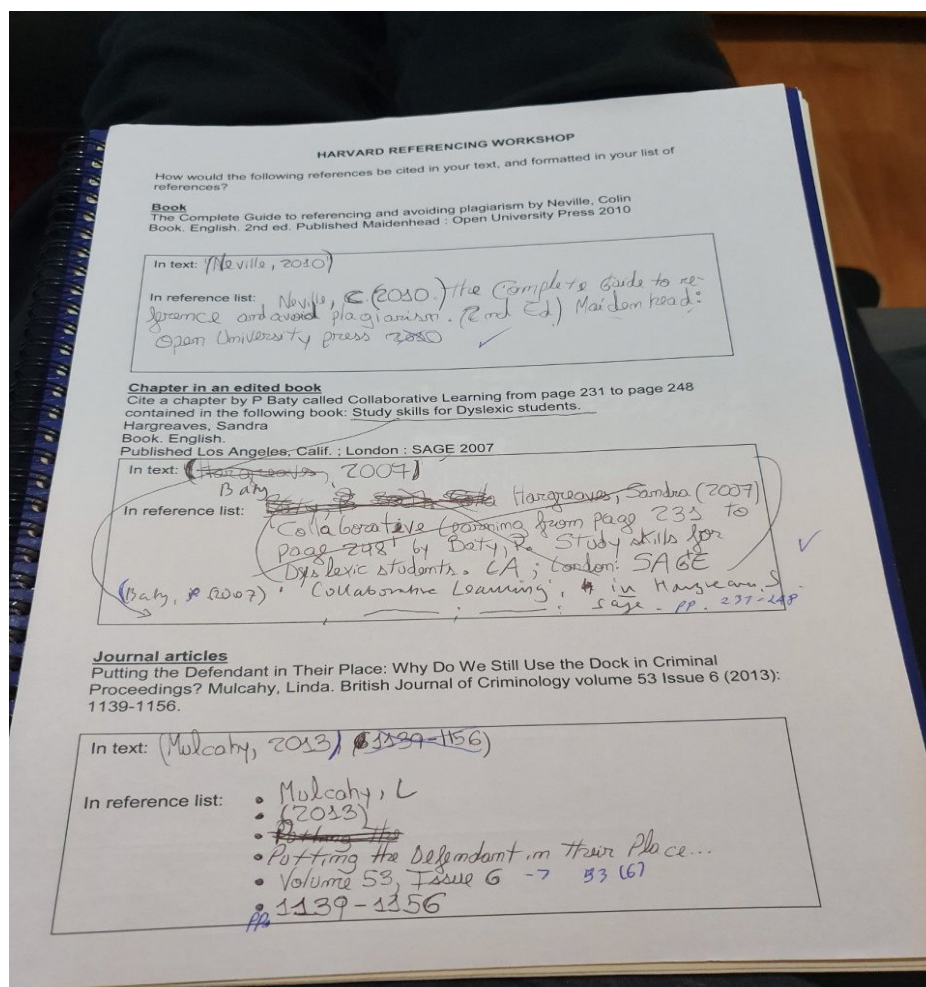
Lecturer's signature:



Date: 13.12.19

See appendix

Referencing: Supply with citations sources of information, it could be taken from books, edited books, journal articles, newspaper articles, web pages.



See appendix

Articles:

ACADEMIC and EM x The Making of a M x 7 To-Dos as a First x Why do we put up x UWTSO Moodle 20 x articles about suc x acer chromebook x + - X

themuse.com/advice/youre-the-bossnow-what-7-todos-as-a-firsttime-manager

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MANAGEMENT

You're the Boss—Now What? 7 To-Dos as a First-Time Manager



Hot Jobs on The Muse

- SALES JOBS
- MARKETING JOBS
- PRODUCT JOBS

ACADEMIC and EM x The Making of a M x 7 To-Dos as a First x Why do we put up x UWTSO Moodle 20 x articles about suc x acer chromebook x + - X

bbc.co.uk/news/business-46197019

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Why do we put up with so many bad managers?

20 November 2018

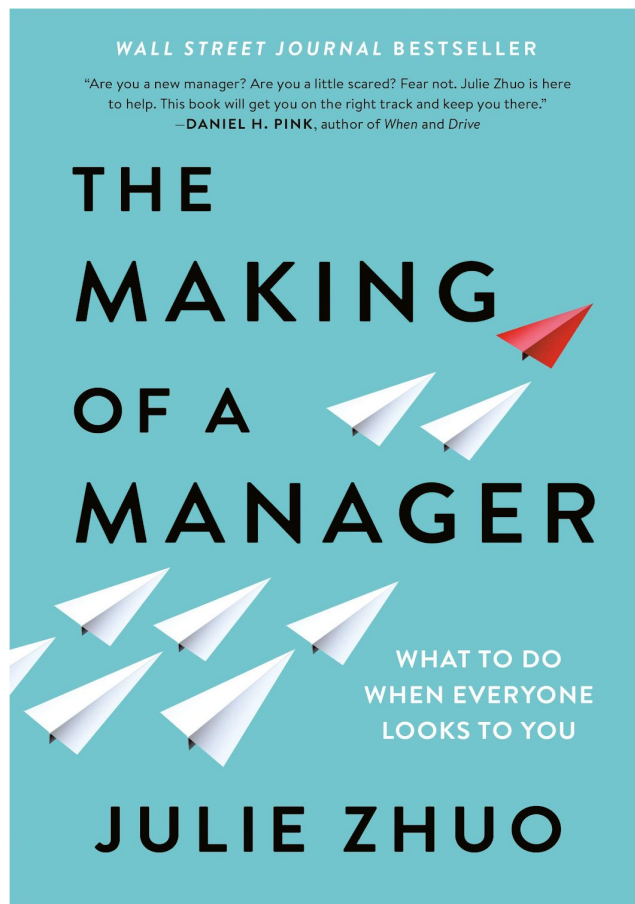
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The government apologises after accidentally uploading a list of addresses, including those of celebrities and politicians.
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23 minutes ago

Features



5. DISCUSSION

As I mentioned in my methodology and results or findings parts, I will explain both parts with more details as this section will be a mix of both parts.

5.1. PDP

PDP means Personal Development Plan, which is a plan that allows people to take charge of their own learning. It is a table that shows six different sections and three different terms. The first step is to decide on my goals, my main goal is being a manager and a leader at my current workplace as a vending, hospitality and catering industry so in order to take that, I will need to speak more languages due to the high foreigners workers, I am very interested in learning languages as well as IT skills, so this plan, the PDP, has helped me in organising and managing my time more efficiently and being more productive at the time of doing my tasks, in a short and long term.

5.2. SWOT

In this part we have done the SWOT analysis table, that shows characteristics of mine.

I am including the SWOT analysis method, which is divided by Strengths, Weaknesses, Opportunities and Threats.

Let's start with my **strengths**, this is the most powerful part of my SWOT analysis. As my table shows, I am good at making new contacts, I know how to approach people due to my

personality that helps people to get on well with me and being confident when I had to talk with any person even if I do not know that person. Being competitive has brought me to deal with situations like resolving problems at work compared to other people.

About my **opportunities**, I need more job opportunities or have more important duties at work to have more experience, this is linked to my theoretical and technical skills as it will help me to understand more about the duty I will have as a manager in the future.

As you can see in my table, in order to be a manager I have to improve my **weaknesses** like lack of work experience, lack of education and lack of job knowledge. I found out the lack of academic experience is one of my weaknesses, I never studied in an university or an institution of higher education, but I realised it was not an obstacle for me to rise for a job position like now, to get the supervisor duty. I work hard to get the results I expect and this starts with my weaknesses, if I improve this part, it will maximize my strengths and opportunities.

About my **threats**, the lack of concentration and body language have been a problem in the past but currently practising in university with presentations, has made me more confident when I have to present or speak in public.

5.3. TIME MANAGEMENT (Eisenhower table)

In this part I show how the Eisenhower table or method helps me and has been helpful for me. This method helps to select which of your tasks are priorities and which ones are not. Sometimes we have plenty of tasks to do and we imagine they are important but in reality they are not or vice versa. In order to organise ourselves better we have this table to make it easier and more productive.

Here is an example from my point of view.

Important	.Finish assignments .Save money to invest	.Travel
Non important	.Watch Youtube	.Waste money
	URGENT	NON URGENT

The table is divided in important and unimportant, in urgent and non urgent. So we can divide the tasks we have.

5.4. PARAPHRASING

This exercise basically is to write the ideas of another person in your own words. There are 3 techniques that will help me which are using synonyms (different spelled word which has the same meaning than the current word), changing the word class (converting nouns to adjectives and converting verbs to adjectives) and changing the word order.

We have done several exercises in class to practice paraphrasing, for example, an exercise we have practised in class (see appendix):

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

.The responsibility for the burden of understanding plagiarism and attribution conventions on students are placed by universities.

This one a good example on how we could change the word order but at the same time, we keep the same idea. It could be helpful for me, for example at the time of doing some paperwork as a manager and dealing with complaints.

5.5. SUMMARISING

Basically means to concisely write the main ideas of a text or something written by another person. Make a summary.

This part of the report has been very useful for me because I thought I knew how to summarise a text but after practising with the work in class I learnt a lot. It helps to not just copy the same text you see but to think about more options and write them down in different words and saying the same thing.

Summarising will bring me more knowledge when I have to make shorter the information I have from managers or deal with other companies and explain the new information more concisely. Another way is when you speak, making summaries is easier and people are expecting to not listen to long speeches, they just listen to something concisely, it is more effective.c

5.6. REFERENCING

We have practised the referencing at class which basically means to supply with citations sources of information, it could be taken from books, edited books, journal articles, newspaper articles, web pages.

This method has helped me a lot as I learnt how to make references which is so important as it provides evidence to support my assignment.

Example of referencing (exercise in class):

.The Complete Guide to referencing and avoiding plagiarism by Neville, Colin Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

-Neville, C (2010) The Complete Guide to reference and avoid plagiarism. (2nd Ed) Maidenhead: Open University press

5.7. ARTICLES

In this part I add the three articles showing some information related to managers.

This book shows the 7 to-dos as a first time manager after being promoted from supervisor, how the supervisors will become good managers if they follow those steps and keep working hard with a very good organisation.

ACADEMIC and EM x The Making of a M x M 7 To-Dos as a First x Why do we put up x UWTSD Moodle 20 x articles about suc x acer chromebook x + -

themuse.com/advice/youre-the-bosnow-what-7-todos-as-a-firsttime-manager

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MANAGEMENT

You're the Boss—Now What? 7 To-Dos as a First-Time Manager



Hot Jobs on The Muse

- SALES JOBS
- MARKETING JOBS
- PRODUCT JOBS

In this newspaper article, it is explained that it really does not matter which professional background we come from, to be a manager are needed more and different skills related to managing, like entrusting tasks, resolve problems and clashes, etc. So in order to be a better manager, we should get through to these things.

Note: I am practising the summarising exercise as done in class and showed in this report.

ACADEMIC and EM x The Making of a M x M 7 To-Dos as a First x Why do we put up x UWTSD Moodle 20 x articles about suc x acer chromebook x + -

bbc.co.uk/news/business-46197019

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Why do we put up with so many bad managers?

20 November 2018

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The government apologises after accidentally uploading a list of addresses, including those of celebrities and politicians.
1 hour ago

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4 hours ago

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23 minutes ago

Features

The next book article shows us what a manager is made of. Managers become managers with time and experience, they are not born with that quality. It also explains tips to get the maximum potential of a manager making great relationships and performances. It explains and helps how to endure the bad moments of being manager even if you are a new or old timer leader.

Note: I am practising the summarising exercise as done in class and showed in this report.



Description

Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. The Making of a Manager is a modern field guide packed everyday examples and transformative insights, including:

- * How to tell a great manager from an average manager (illustrations included)
- * When you should look past an awkward interview and hire someone anyway
- * How to build trust with your reports through not being a boss
- * Where to look when you lose faith and lack the answers

Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.

6. CONCLUSION and RECOMMENDATIONS

As stated in my report, I think everything I have learnt in class, the SWOT analysis, the PDP, time management (Eisenhower), paraphrasing, summarising and the articles added, will be helpful in a positive way to improve my technical and theoretical skills.

In fact, putting all this in practice will maximise my abilities and reach the manager position and lead like a great leader as I want.

Through my research as well as my experience, the hard work and understanding of the material or exercises I had to do in order to improve has been crucial.

7. REFERENCES

All the references are listed below

.Exercises classes and notebooks in which I have taken notes of all the explanations that lecturer explained to us.

.UEFAP (2019) Paraphrasing exercise [online]. UEFAP [Viewed 30 December 2019]
Available from:

<http://www.uefap.net/writing/writing-reporting/writing-reporting-paraphrase>

.Granzella Larssen, A (), You're the Boss—Now What? 7 To-Dos as a First-Time Manager.
[online] Available at:

<https://www.themuse.com/advice/youre-the-bossnow-what-7-todos-as-a-firsttime-manager>

(Accessed: 21st December 2019)

.Green, A (2018) 'Why do we put up with so many bad managers?', BBC News, [21st December], London,

.Zhuo, J () The Making of a Manager: What to Do When Everyone Looks to You. Penguin Publishing Group.

8. APPENDIX

Bryan Custodio

SWOT

✓ good. TH
31/10

Strengths

- Good Networking contacts
- Personality
- Competitive

Weaknesses

- Lack of work experience
- Lack of Education
- Lack of Job Knowledge

Opportunities

- Job opportunities
- Theoretical and technical skills

Threats

- Concentration
- Body language

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	- Save money - Be intermediate or proficient Italian speaker - Be beginner Portuguese speaker	- Invest my money - Improve my language skills	- Finish university and get my degree
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Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
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Section 5 - Time Schedule What is my time schedule?	- One hour per day	- Two hour per day	- Making a habit
When will I start?	As soon as possible	In six months	In two years
When do I expect to finish?	In six months	In two years	In three years
Section 6 - Completion When have I completed each step?	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

Student Name: Bryan Custodio Student ID: 19

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 has always been considered an affordable little luxury, related with romance and parties. Back there in 2001, stories that the way in which cocoa was produced in ~~the~~ the African country called Ivory Coast, child slavery at work, ~~it~~ deeply impacted negatively chocolate companies, ~~even~~ clients and governments.

✓ The USA ordered legislation levels to be created to allowed companies who could demonstrate that their chocolate was ~~laborated~~ without forcing at work to label their chocolate "slave-labour free". Four years were given to the chocolate producers for the abusive practices, this world wide protocol was accepted by the chocolate industry. ~~From years were given as a limit to the abusive practices, this world wide protocol was accepted by the chocolate industry.~~

Lecturer's comments:

— a good attempt
Not built on vocabulary and grammar!

Lecturer's signature: _____

Date: 21.11.19

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 will announce some changes around in the office.

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

I wish he wrote to me more frequently

3) We were concerned about her health.

We had some concerns about her health.

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

If you had been careful, you wouldn't have made so many mistakes.

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

Because of funding cuts, we could not give free parking.

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

His proposal relied on theory.

7) It was Mary who stole money.

He accused Mary of stealing the money

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

Although he seems well-educated, he's not very talented

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

The responsibility for understanding plagiarism and attribution conventions on students are placed by universities.

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

A bit more than the third part of teenagers, who give birth a baby, have a second one during the two years of the first baby's birth

Lecturer's comments:

a good effort well done!

Lecturer's signature:



Date: 21.11.19

Class _____

Name: Bryan Custodio

Paraphrasing Exercises

adapted from <http://web.jjay.cuny.edu/~esl/paraphrasing1.htm>

Which sentences are closest in meaning to the five sentences below?

1. 25% of adolescents who have one baby have a second baby within two years of the first baby's birth.
☒ a. 25% of babies are born to mothers who are adolescents.
☐ b. One out of four adolescent mothers has another baby before the first baby reaches his second birthday.
☐ c. A quarter of adolescent mothers gives birth when their first born is two.
☐ d. 25% of adolescent mothers become pregnant again when their first babies are two years old.
2. It has been reported that the richest one percent of Americans own 40% of the country's wealth.
☐ a. The richest 1% are 40 times as wealthy as the rest of Americans.
☐ b. If the gap between rich and poor continues to grow at the current rate, the richest one percent will soon own 40% of the country's wealth.
☒ c. 40% of the country's wealth is in the hands of only 1% of Americans.
☐ d. 99% of Americans own 40% as much as the richest 1%.
3. The judge was relieved when the jury was finally ready to announce its verdict.
☒ a. When the jury announced its verdict, the judge was relieved.
☐ b. The judge asked the jury to arrive at a verdict.
☒ c. The judge welcomed the prospect of an imminent verdict.
☐ d. The jury welcomed the judge's relief.
4. Research data suggest that girls who witnessed maternal abuse may tolerate abuse as adults more than girls who did not.
☐ a. Women who witnessed the abuse of their mother as teens are more likely to become abusive adults.
☐ b. Women who observed the abuse of their mothers when they were young are more likely to endure ~~tolerate~~ abuse themselves.
☐ c. Women who were abused as children are more likely to abuse their own children.
☒ d. Girls who testify about maternal abuse tolerate abuse as adults more readily.
5. Martha thinks that the issue of adolescent problems is important to write about.
☒ a. Martha thinks that adolescents like to write about their problems.
☒ b. Martha feels that writing about adolescent problems is worthwhile. worth spending time
☐ c. Martha believes that the dream of most adolescents is to write something important.
☐ d. Martha thinks that adolescents can write about their problems.

Write your own paraphrase for the following sentences:

1. A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.
suggests that 3/4 of all people who live in the street, like to live as they do now rather than
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
~~Ronny told his aunt that a bear had attacked him, which she found difficult to believe.~~
Ronny said to his mother's sister that a bear assaulted. It was hard for her to believe.
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
People who have once driven the Mojave Desert, have aware that a stock of
more water should be carried on
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.
The board of trustees approved pretty the woman who had been
nominated by the elected head to lead the organization

Sales careers bring excellent earnings potential. Actual earnings may ^{very} vary ^{change} widely depending on many factors including the type of position, the field, and the ability to earn commissions or bonuses.

Careers in sales have potentially great wages. The actual amount / salary / money can be different and are determined by the nature of the job, the sector and whether one can receive / make extra money.

Although being a salesperson can be financially rewarding / beneficial / advantageous, in fact, the actual income is determined by various circumstances like the nature of the job, the sector and whether one can receive / make extra money.

^{determined by - depending on}
synonyms = ~~factors~~ ~~circumstances~~ / ~~field~~ - ~~sector~~ / ^{earnings} ~~salary~~ - ~~income~~

changing the order = Sales careers - careers in sales

changing the word class = ~~potentially~~ ~~potentially~~ / ~~various~~ - ~~vary~~ - ~~different~~

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.

- ✓ Loes Sudman, who is a consultant, tell us about leadership and how to lead, he advises us to take a time and determination to improve ourselves and how things change when we have to take the responsibility.
- ✓ He found out that we need to struggle and in order to be a better leader, we have to set our priorities and strategies and take the responsibilities for the problems.
- ✓ His mentors were Marcus Aurelius and Stoic philosophers. He learnt the three methods that takes you into leadership
- ✓ The first is to know the biases, predictions and weaknesses. The second one is to stop and think about the challenges you are facing and write them down, in case you want to check them out again and learn from them.
- ✓ The last one is to manage your feelings and practice "reframing", asking yourself how important is the issue and how could you handle it.

Lecturer's comments:

good effort!

Lecturer's signature:



Date:

13.12.19

HARVARD REFERENCING WORKSHOP

How would the following references be cited in your text, and formatted in your list of references?

Book

The Complete Guide to referencing and avoiding plagiarism by Neville, Colin
Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

In text: (Neville, 2010)

In reference list: Neville, C. (2010) The Complete Guide to referencing and avoiding plagiarism. (2nd Ed) Maidenhead: Open University press 2010 ✓

Chapter in an edited book

Cite a chapter by P Baty called Collaborative Learning from page 231 to page 248 contained in the following book: Study skills for Dyslexic students.
Hargreaves, Sandra
Book. English.
Published Los Angeles, Calif. ; London : SAGE 2007

In text: (Hargreaves, 2007)

In reference list:

~~Baty, P. (2007) Collaborative Learning from page 233 to page 248 by Baty, P. Study skills for Dyslexic students. LA; London: SAGE~~
(Baty, P. (2007) 'Collaborative Learning', in Hargreaves, S. (2007) Study skills for Dyslexic students. LA; London: SAGE - pp. 231-248 ✓

Journal articles

Putting the Defendant in Their Place: Why Do We Still Use the Dock in Criminal Proceedings? Mulcahy, Linda. British Journal of Criminology volume 53 Issue 6 (2013): 1139-1156.

In text: (Mulcahy, 2013) (1139-1156)

In reference list:

- Mulcahy, L
- (2013)
- ~~Putting the Defendant in Their Place...~~
- Putting the Defendant in Their Place...
- Volume 53, Issue 6 -> 1139-1156
- 1139-1156

Article from a website

ACADEMIC and EM x The Making of a M x 7 To-Dos as a First x Why do we put up x UWTS Moodle 20 x articles about suc x acer chromebook x + - x

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MANAGEMENT

You're the Boss—Now What? 7 To-Dos as a First-Time Manager



Hot Jobs on The Muse

- SALES JOBS
- MARKETING JOBS
- PRODUCT JOBS

Article from a newspaper

ACADEMIC and EM x The Making of a M x 7 To-Dos as a First x Why do we put up x UWTS Moodle 20 x articles about suc x acer chromebook x + - x

bbc.co.uk/news/business-46197019

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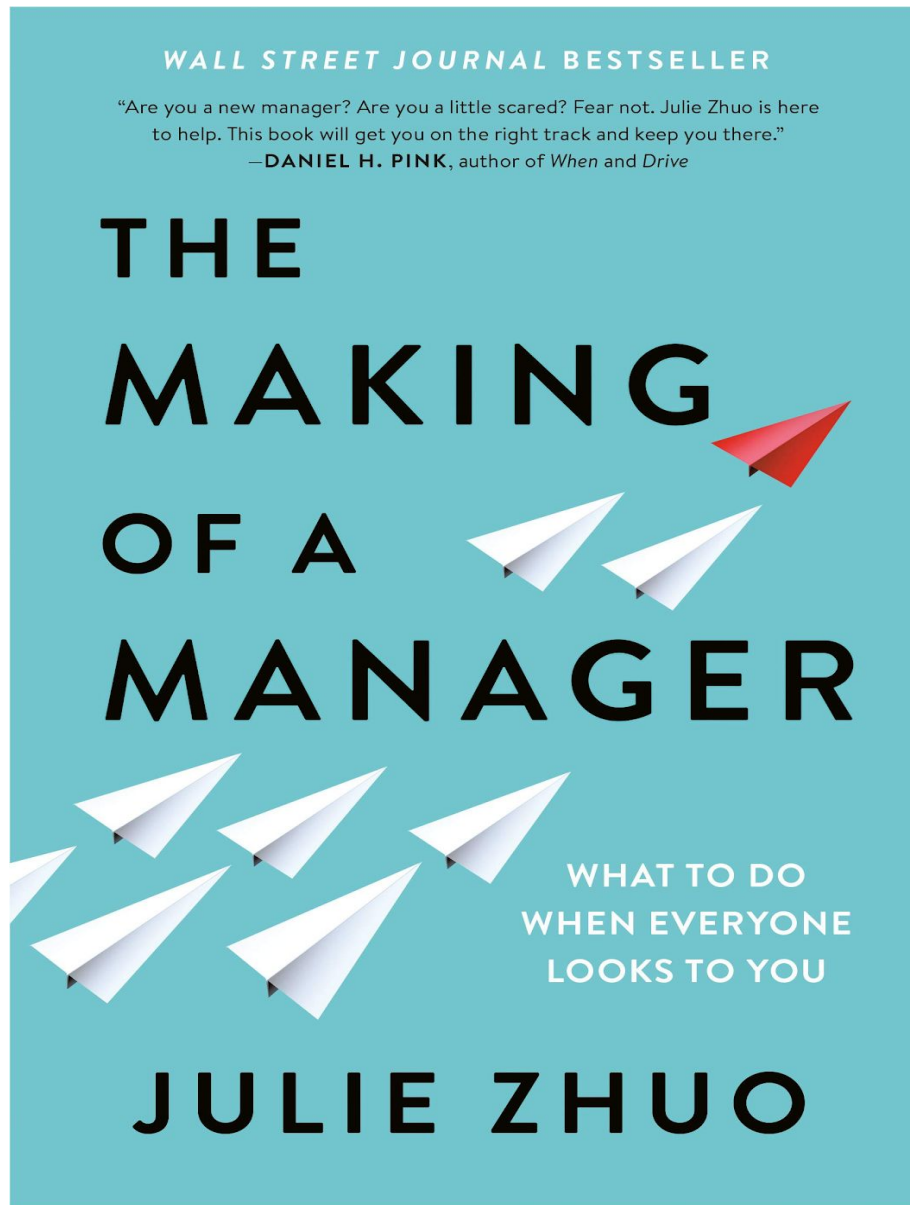
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The government apologises after accidentally uploading a list of addresses, including those of celebrities and politicians.
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4 hours ago

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23 minutes ago

Features

Article from the book



Description

Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. The Making of a Manager is a modern field guide packed everyday examples and transformative insights, including:

- * How to tell a great manager from an average manager (illustrations included)
- * When you should look past an awkward interview and hire someone anyway
- * How to build trust with your reports through not being a boss
- * Where to look when you lose faith and lack the answers

Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.