

TITLE: ACE PRACTICAL PORTFOLIO

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MODULE CODE: BMSW4001

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WEEK 1 – TIME MANAGEMENT

- Allocating time to study.
- Time effective
- Balancing the time.

➤ DAILY TIME MANAGEMENT

- List what u need to do.
- Estimate time requirements.
- Allow time for planning and problem solving.

• SETTING SMART GOALS

- S- Specific
- M- Measurable
- A- Achievable
- R- Realistic
- T- Time – Related

• SKILLS FOR EFFECTIVE LEARNING

- Understanding the way u learn.
- Organising and planning the study.
- Working with other.
- Making a presentation.
 - I. Research skills
 - II. Writing skills
 - III. Critical analysis
 - IV. Memory

• TYPES OF SKILLS

- Adaptive skills
 - I. Help us to cope, shape attitudes, govern our interpersonal interactions and determine how we manage ourselves.
- Academic skills

II. Skills that are developed and used for study

➤ Transferable skills

III. Skills that can be moved between different situations

➤ Job-related skills

IV. Situation specific, acquired

• **SWOT ANALYSIS**

📊 **STRENGTHS**

📊 **WEAKNESS**

📊 **OPPORTUNITIES**

📊 **THREATS**

• **ACTIVITY**

I. **Thing about your feelings today and write 2-3 paragraphs about it.**

Basically for me, the first day of online classes was strange, because I didn't know how it would be, if I could speak correctly, if I would understand. I had a lot of emotions and I felt confused, I didn't know how to use the application where we logged in, I had technical problems, I had a little panic and I started crying.

WEEK 2 – ACADEMIC WRITING

➤ What is a sentence?

- A clause consists at minimum of a subject and a verb
- There may also be an object or complement of the verb
- There may also be an adverbial- where, when, why, how

Examples for simple sentence.

- He works.
- He is a teacher.

➤ Four sentence types

- I. Simple
- II. Compound
- III. Complex
- IV. Complex-compound

PARAGRAPH STRUCTURE

➤ What is a paragraph?

- A paragraph is a group of sentences about a single topic

➤ Analysing a paragraph.

- Read the following paragraph and answer these questions about it:
- What is the topic of the paragraph? – **Usually the first sentence in a paragraph.**
- What is the main idea about the topic? - **The purpose and sets the direction of the paragraph or passage.**
- What ideas help explain the main idea?

THE PARAGRAPH

If you dream of travelling to a country with beautiful mountains, delicious food, wonderful places to go sightseeing and polite people, you should visit Switzerland. If you look at a map, the first thing you notice is that Switzerland has many mountains, including some of the highest in Europe. Climbing or skiing down the mountains is great fun. Another thing you will notice is that Switzerland shares its borders with five different countries: France, Germany, Italy, Austria and Liechtenstein. In fact, there are four official languages in Switzerland: German, French, Italian and Romance. All these groups of people make Swiss culture very interesting. Finally, Switzerland has many cities and interesting places to visit. Cities such as Bern have modern buildings like the Paul Klee Centrum, yet the traditional alpine refuges in the mountains show that the country's old traditions are still alive. All the people, places and things to see definitely make Switzerland a great place for a holiday.

- What is the topic? **Switzerland**
- 2) What is the main idea? **It's a wonderful place to visit**
- 3) What ideas help explain the main idea?
 - **Many mountains – fun to climb**
 - **4 languages make the culture interesting**
 - **Many cities and interesting places to visit**

ESSAY

What is an **essay**?

- An academic essay is a formal piece of written English that addresses a particular topic and produces, through reading research, a response which indicates to the marker that the student understands the question.

STRUCTURE OF ESSAY

- Introduction
- Body
- Conclusion

WEEK 4

- Activity.
- Explain academic words.

I choose the word “persist”. This word means something will go continue, for example “Persist to gain skills for writing and read.”

PARAPHRASING

- What is paraphrasing? Paraphrasing is writing the ideas of another person in your own words. Paraphrasing is useful when you are using the work of others to support your own view.
 - Example
 - Source

It has long been known that Cairo is the most populous city on earth, but no-one knew exactly how populous it was until last month.
 - Paraphrasing

Although Cairo has been the world's most heavily populated city for many years, the precise population was not known until four weeks ago.
- Paraphrasing techniques
 - Using synonyms
 - Changing word class
 - Changing word order
- Practice the techniques

Exercise 5

Find synonyms for the words underlined.

 - a) The growth of the car industry parallels the development of modern capitalism.

- The rise of the automobile industry matches the progress of contemporary capitalism.
- b) It **began** in France and Germany but moved off in United States.
 - It starts in France and Germany but moved off in United States.
- c) There Henry Ford **adopted** the moving **production** line from the Chicago, meat industry to **motor** manufacturing, thus inventing mass production.
 - There Henry Ford changes the moving assembly line from Chicago, meat industry to engine manufacturing, consequently inventing mass production.

➤ **Paraphrasing a text**

- Read and understand the text.
- Make a list of the main ideas.
- Find the important ideas - the important words / phrases. In some way mark them - write them down, underline or highlight them.
- Change the structure of the text.
- Identify the meaning relationship between word/ideas.
- Change the grammar of the text.

WEEK 5

REFERENCING

Review

- 📌 What is plagiarism? **Plagiarism is presenting someone else work / ideas without consent.**
- 📌 What is referencing? **Referencing is a method of understanding your source.**
- 📌 Forms of plagiarism
 - Verbatim (word for word) quotation without clear acknowledgement
Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent works and where you have drawn on someone else's ideas and language.

- **Cutting and pasting from the Internet without clear acknowledgement**
Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- **Paraphrasing**
Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using.
- **A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own. It is better to write a brief summary of the author's overall argument in your own words, indicating that you are doing so, than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.**
- **Collusion**
This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.
- **Inaccurate citation**
It is important to cite correctly, according to the conventions of your discipline. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted. If

you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (for example, Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

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- Failure to acknowledge assistance
- You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- Use of material written by professional agencies or other persons
- You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.
- Auto-plagiarism
- You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Where earlier work by you is citable. It has already been published, you must reference it clearly. Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.

How you can avoid plagiarism?

- By summarising
- By paraphrasing
- By always referencing your sources

Exercise

1) Question

Write you quote an author or give a summary or paraphrase in your essay, how many times do you need to acknowledge it?

- Once in the text (short reference)
- Once in the list of reference (full reference)

2)

What is the difference between a list of references and a bibliography?

- References cover all and only the sources you have cited in your essay.
- Bibliography covers all the sources you have consulted.

- What sources can be used in an academic piece of work?
 1. Textbooks
 2. Academic books
 3. Studies
 4. Pieces of research
- Why do we use sources written by authors in our assignments?
 1. To provide support for what we write and what we want to say.
 2. To add weight to our arguments.
- How should we incorporate sources?
 1. Quoting
 2. Paraphrasing
 3. Summarising
 4. Synthesising

WEEK 6

REPORT WRITING

What is a report?

A document written for a clear purpose and a particular audience, with specific information and evidence presented, and applied to a particular problem or issue.

- **A report have :**
 - Convey information
 - Discuss different point of view
 - Reach conclusion
- **Begin with a plan**
 - Who are you writing for?
 - What is the context?
 - What outcomes are expected?
 - What information do you have?
 - What research – if any – do you need to conduct?
 - Plan the structure.

WEEK 7

POWER POINT PRESENTATION

Exercise

- Choose a word from the list below and explain.

I choose the word **interact**. This means when you interact with someone, like with your colleagues, or with your lecturers.

1. Pre-talk Preparation

- ✓ Arrive few minutes early to set up and test the equipment.
- ✓ Dress appropriately for your audience.
- ✓ Turn off your phone.

2. Hand-outs
3. Opening
4. Speaking
5. Body language
6. Questions
7. Length
8. Behaviour
9. Conclusion

EMPLOYABILITY

- What mean's employability?
A set of achievements/skills.
- Employability skills example's :
Communication skills
Interpersonal skills
Personal skills

WEEK 8

CV WRITING

- What is a CV?
- **A CV is a document used when you applied for jobs, there the employer can see your skills, experience and qualification.**

What include CV?

- 1. Name**

2. Email address
3. Contact telephone
4. Address
5. Social media

- Personal Statement
- Education and Qualifications
- Work experience
- Hobbies and Interests

COVER LETTER

- What is a Cover Letter?
 - *A covering letter is a professional business letter which provides an employer with an introduction to an accompanying CV.*
- Covering Letter.
 - Covering letter introduces you to prospective employers
 - CV is the bones, a cover letter provides the linkage and muscle
 - CV is note style, cover letter is a piece of business writing
 - Cover letter summarises why you are suitable for the job
 - Must not be a list of everything you have done and should supplement rather than repeat the information in the CV
- What you have to include in your cover letter.
 1. Name of the persons who you address
 2. Use Dear Madame/Sir

- **Introduce yourself**
 1. The position u applied
 2. How u learned about the opportunity
 3. Basic info about yourself /study
 4. Career goals
 5. Describe what u can do for the company
- **Use the Business style to write.**
 - **Individual Task**
 - **Choose one of the following job roles:**
 1. Administrator
 2. Sales Assistant
 3. Office Manager
 4. Project Manager
 5. Restaurant Manager
 6. Recruitment Consultant
 - **Read the job description carefully**
 - **Write a covering letter as if you were going to apply for the job.**

WEEK 9

ASSESSMENT WEEK

WEEK 10

REVIEW ASSESMENT'S

Article I. Bibliography

Students, O. (n.d.). *Oxford Students*. Retrieved from Oxford Students:
<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>