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EMPLOYABILITY AND ACADEMIC SKILLS

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INTRODUCTION

A skill is the ability to practice or do something well. There are four types of skills that are important for everyone. The first type of skill is called, Basic skills. This comprehends, listening, writing, and speaking. The second category are, the thinking skills, which are usually used in difficult situations and this are decision making, problem solving and critical thinking. Then, there are the so-called People skills, they are, communication, leadership, teamworking and negotiation, these are the ones that helps everyone to master their personality and help to build self-confidence and courage. Lastly are the Personal qualities, like cooking and punctuality, much easier, the attribute that distinguish a person from another. The purpose of this report is to analyse and define six different employability and academic skills. In this report various references from in class exercise and other valuable and reliable sources will be made. These will all be listed at the end of the article.

COMMUNICATION

Communication is a vital skill used by us daily. This skill is the act of sending a message to another individual called, receiver with the objective of obtaining a feedback.

This simple act can be achieved verbally, by using instruments like face to face or by using the telephones, used in a workplace to send messages, alerts or instructions into the various offices. Furthermore, this can be attained by writing and sending emails, memos, letters, and reports to one another.

It is quite important to have this competence in several environments and occasions. If approached academically, having this skill, can enhance the intellectual capacity of each person enabling to listen and understand what the lecturer is saying. Also, by doing so, boosting their sense of reasoning, and allowing each student to ask better questions.

On the other hand, if this is approached professionally, it is quite useful and valuable for the various type of businesses, companies, and organisations. In a workplace, this skill has the purpose of to maintain a modest and professional relationship between employer and employees, business partners and all the bodies involved in a company. As it is also known, nowadays, communication is a vital component of the marketing because is useful during trading, especially when done with international business partners. In addition to the previous statement made, being the market extremely competitive, all companies need to be able to communicate through adverts and by doing so being able to attract more customers and enhancing their businesses. I am of the opinion that I need to improve my communication skills because whenever I am in an academic or professional environment, I need to be able and confident to express myself in a formal or informal way, in order to make people around me and myself

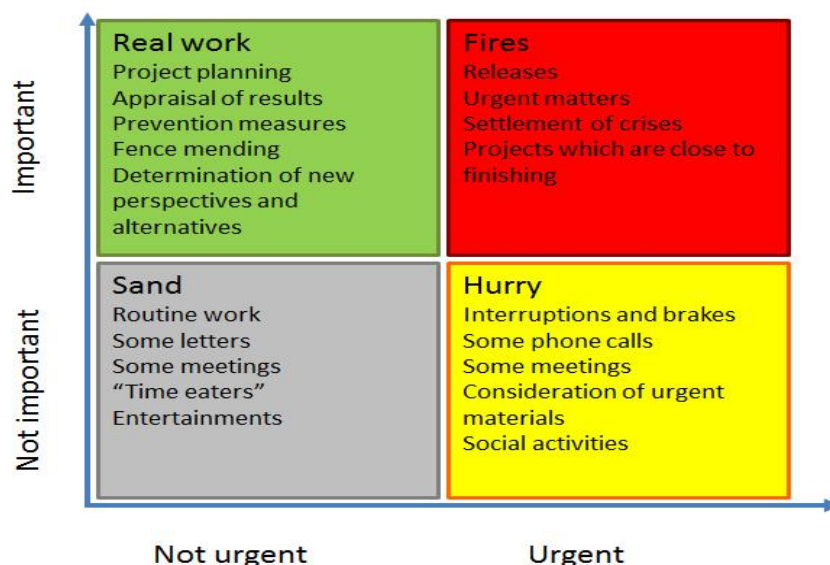
understand. Mastering this skill will also enable me to improve academically and will boost my career.

TIME MANAGEMENT

Time management is a skill that nobody can do without. This is the capacity to organize one's time by planning how to manage and divide it among the various activities during the day. Mastering these skills allows everyone to be more confident of themselves, it also enable them to prioritize and focus. Thanks to this skill a lot of stress and lack of efficiency both academic and in a workplace is avoided.

There are three methods which can help to manage the time and give the right priorities at the appointed thing needed in that moment. The first method is called the Pareto 80-20 Rules, this is a process that helps you to prioritize the principal activities which need to be done in a day. For example, if you make a list of ten things to do in a day, two of them will be more important than the others, which means the 20% of the activities accounts for the 80% of the result. (Tracy, 2008)

Then there is the Eisenhower method; "what is important is seldom urgent and what is urgent is seldom important". (Coninck, 2016) This is a method with which you identify the importance and urgency of the various activities placing it in a line graph.



Lastly there is the RAC (Record, Analyse and Change) method. This method helps to have a self-awareness test, which will enable you to realize what you do during the day, identify the principal time wasters and then prioritize the most relevant and important activities that need to be completed during the day.

This skill is important in a workplace because it enhance the efficiency of a company or business making the all the bodies in it working together to attain a common target. As an individual this can help to boost the efficiency and relevance of the person in the company and possibly by being so, making them earn a promotion.

On the other hand, this skill is also academically speaking, is most valuable because by mastering this, students have the possibility to improve their grades. Beside if they come to lack of this skill, they will experience a vast number of negative effects like stress, frustration lack of confidence and all this can cause most of them to drop out from their studies.

I sincerely think that, I need to this skill because it can make my life and routines much easier. I usually tend to procrastinate and because of work and school I tend to often get confuse and stressed, but if I become proficient on this skill, I will be able to divide my time in order to work more methodically and be more determined.

PARAPHRASING

Paraphrasing is one of the principal skills used by every individual daily. It consists on the abstraction of sentence, paragraph or theory from source and rewrite it in other words and making sure to change the order of the words in order to avoid plagiarism.

This skill, if approached academically it is most useful because it is very important for students for the simplest fact that by having this competence, they can boost their way of thinking. It also makes the wiser and enhance their ability of debating by always having a source to sustain whatsoever their discussing about. With this student understand better what they read before paraphrasing it. (Fisk, 2003)

I am quite confident of having this skill because I have always being good at debating and thanks to past experiences I have always being able to build up this skill through reports, essays that often required me to sustain my thesis with evidences in which it was mandatory to paraphrase. So, thanks to this skill I have learn to be fluent and consistent in my writing and speaking.

SUMMARISING

Summering is very similar to paraphrasing but this case not only there the act of taking a piece of writing and rewrite it in your own words but there is also the action of making a shorter version of the piece but always maintaining the same content. This is a skill that allows everyone to challenge themselves intellectually and discover how good their memory is.

This is an academic skill, and like other skill equally important. Is good to have this skill at university because it enables each student to do an assessment on themselves to verify how retentive their memory is. As it known, when summarising students, while making researches, have to write whatever they found on the pages shorter, and in case of an oral examination they needs to present their work to the examiner and need to prove them that they read and understood what they summarised. This skill is as important for a student as it is for a lecturer who teaches them.

I am quite sure that I poses this skill because as mention earlier to be able to have modest summarising skills you have to read carefully the source which you want use to summarise and make sure to understand it before starting. That is what I always do before summarising which is why my work is good and I always put dedication.

PROBLEM SOLVING

This skill is quite crucial and has an immense importance for all the people, because is often used in moments of difficulty daily. It consists in settling any issue that arises by analysing, identifying the root of the issue and eradicating it, by doing so solving the problem. Not having this skill might bring a big amount of negative effect on the individual being this skill used routinely.

This skill is mostly valuable and used in a workplace to improve the efficiency of the workforce. It is important to have it because whenever an issue rises in a company different bodies need to get involved and they will put their heads together to tackle and erase the source of the problem. For example, in a document was stated that a police department specialised in Problem-oriented policing, aims at solving persistent community problems by identifying, analysing, and responding to the underlying circumstances that create incidents, with the purpose of reducing it. (John E. Eck, 2007-2019)

I need to improve this skill because it will help me to be more organized and straightforward in whatsoever I am doing both in my academics and in my workplace and this will also permit me to upgrade myself and give me opportunities to have multiple employability options and in them gaining the trust of my employer.

LEADERSHIP

Leadership, from the word leader, he who guides the crowd, it is a skill that needs to be mastered by each person. This is the act accomplished by an individual or company to guide and direct a small or vast number of people. The Leadership skills are the abilities of the individual to oversee and guide others to achieve a common target.

It is quite important to have this capacity in a workplace because in order to be self-sufficient, independent and to be a useful asset not only to a company but also to the community, you to be able to abstain from any distraction and need

to stay focus on your goal. This is a valuable skill that each executive of a company must have in order to be able to run it. In order to have this skill you need to have an excellent time management and communication skills.

The theory of leadership suggests that the capability to solve the kinds of complex social problems that emerges in organizations depend on the effective leadership behaviour of each individual. (Michael D Mumford, 2000)

I need to improve this skill because I usually tend to always avoid my responsibilities and always get distracted by giving priority to the wrong things and this has always affected me in my work. By improving this skill, I will be able to be efficient and reliable and I will not have difficulties when applying for new jobs. I will also have to ability of always thinking strategically and be able to evaluate more critically my actions building trust amongst the individuals around me.

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Student Name: Ugochi Precious Emejoro Student ID: 1908381

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. I 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.

For many years chocolate has been an economical delicacy, always used for ~~celebrations~~ and numerous types of festivities. The discovery of ~~child~~ underage slavery labour for the manufacture of cocoa in Ivory Coast in the early 2000s, horrified the whole world each and every individual ~~that~~ who uses and consumes this product. A new law was introduced in ~~the of the state~~ USA stating that ~~any~~ businesses that don't ~~it~~ produce their chocolate by enslaving children should label it. A limited time was given to companies ^{around the globe} to reduce enforced labour, ~~by around the globe~~, by The chocolate industry.

Lecturer's comments:

Some good ideas but you need to improve your paraphrasing skills & also grammar.

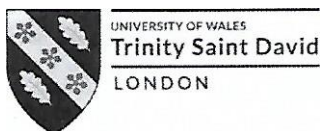
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Date:

14/11/2019

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— BMSW4001

Term 1

1: Paraphrasing 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.

will announced that ~~the~~ few changes will be made
 be a few changes around in the office. (announce)

1) There

The boss in the office.

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

me,
 more of

I wish



3) We were concerned about her health.

QQürne,,s her

We had some

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

If I had been more careful I wouldn't have made so many mistakes.

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

Because of the ~~cut~~ reduction of funding by the council, free parking couldn't have been provided. X

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

His proposal was relied on to many theories, therefore he failed the attempt.

7) It was Mary who stole money.

He accused Mary of ~~stealing~~ stealing the money. ✓

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

Although he seems well-educated, he's not very bright. ✓

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

The responsibility for understanding plagiarism and attributions on students ~~are~~ & relies Universities. X

10) 33% of adolescents who have one baby, have a second baby within two years of the first

baby's birth. (third) teenagers
A third of ~~adolescents~~ who have ~~had one~~ ^{their first} baby, have the second one within two years of given birth to the first one.

Lecturer's comments:

Try to focus more on grammar.

Lecturer's signature:

Date:

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Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

Student Name: Ugochi Precious Emejuru Student ID/Group: 1408381

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

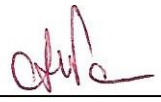
Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these 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.

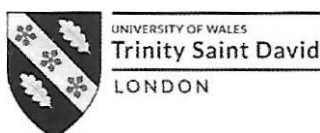
First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5- 10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting 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: 
12/12/2019

Date:

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(ACE) — term 1

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2: Summarising 2019)

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.

_____ of _____ so _____ I-Of _____ bei-
 _____ challenges the ...



Success is devotion of your time and energy to self-leadership says Les Sudman. Being a leader is like parenting, full of expectations but in reality is not all a bed of roses like we imagined it at the beginning.

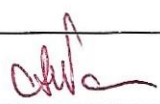
After a few months, Sudnam realized what was the factor that has been preventing ~~the~~ leaders to succeed. Leaders have too much to do with little time and by being in a position of power, they ~~think~~ think that those beneath them can do the work for them.

Sudnam found a prominent solution ~~from~~ to his problem from a famous character in the Roman history. Instead of trying to learn how to guide others, he should focus on mastering his self-leadership.

To do that you need to identify your strengths and weaknesses. Another idea would be to take time everyday to reflect on your past and present challenges. Always ask yourself questions for self-assessment and write down notes you can ~~refer~~ always refer back to.

Lastly, always learn how to keep your feelings under control, because no matter how much you practice, there will always be someone trying to annoy you. That's when you need to start thinking as a leader.

Lecturer's comments: Good summarising skills. Try to reduce the number of language errors.

Lecturer's signature: 

Date: 12/12/2019

