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MODULE TITLE: Academic and Employability Skills

MODULE CODE: BMSW4001

INTRODUCTION

This report aims to provide an analyze of my academic and employability skills

The skills which we will analyze are:

**problem solving*

**time management*

**paraphrasing*

**organization*

**motivation*

**note taking*

**critical thinking*

**communication*

**leadership*

**summarizing*

What are academic and employability skills?

***academic skills** - are an arrangement of study habits learning methodology and time management tools that help understudies with learning and assimilate school works out; the skills not just profit the understudies when it comes time to step through examinations, however can moreover help later on

***employability skills** –a gathering of essential limits that incorporate the headway of an information ,capacity level and attitude that is logically significant for achievement in the front line workplace ;therefore utilize employability skills are ordinarily seen as crucial abilities for some work positions

Problem Solving Skills

The path toward working through subtleties of an issue to arrive at an answer; basic reasoning may include numerical or orderly activities, and can be a proportion of an individual's essential thinking aptitudes. Therefore these lines a portion of the advantages of critical thinking, aptitudes are making the unimaginable conceivable helping thusly the two people and associations conquer risky difficulties.

For instance in may work as a hairstylist I face many challenges; small issues like misjudged what time the client needed the appointment, so this way depend of this aptitude to fix the issue and to have the option to spare the salon from an awful online remark and in a similar time to make the client to return once more.

However having great critical thinking aptitudes make you hang out in your work put and bring you appreciations; therefore they will help your certainty level to being certain your capacity to take care of issues.

Problem solving skills can be learnt and improved by disengaging yourselves from the issue, break down it in parts and not as a whole, be curious and examine and be available to proposals

Time Management Skills

Is the way toward settling on the request where you will carry out the responsibilities, and ensuring that they are done on schedule. Or the analysis of how functioning hours are spent and the prioritization of tasks so as to boost individual effectiveness in the work environment or for your examinations.

Time management plays a significant role, not just in associations yet in addition in our own lives, however having this abilities we assume to realize how to plan ahead the time, to set our objectives and targets, deadline for our self, to be dependable, to organize the tasks, and another however not the last, to invest the correct energy in the correct action. Therefore in the college when the lecturer offers us to finish an assignment till the next week we spouse to organize and invest energy in the correct research so along these lines we won't confront any issues or cutoff times.

However improving our time management kills we have to consider of conveying a planer or notebook, set a reasonable cutoff time and stick to it ,keep away from multitasking, deal with stress wisely, start early and plan a break time to assist you with relax and return to work with vitality once more.

Paraphrasing Skills

A paraphrase is a repetition or rewording of a passage or text, in request to acquire, clarify, or develop information without plagiarizing; is a significant tool to utilize when composing research papers, essays, and bits of journalism. There are numerous ways of paraphrasing for instance change of grammatical features, change of structure, decrease of clauses, synonym substitution.

Having rewording abilities help us to have the option to reference a source without direct referring to it or of further explaining a picked statement. Correct rewording is critical in that poor outlining, can realize charges of copyright or copying from a source without viably alluding to it. However rewording enables us as students or authors to investigate the significance of others, work, creatively

reconsider their declarations and extraordinarily information to suit an article or pieces goal or core interest.

Without having this abilities it's difficult to have the option to rephrase any sentence or messages or essays.

Therefore to improve our abilities we should keep the importance of the first content or the first version, to have an unmistakable differentiation between our sources and the considerations of the individual who had composed the first passage; to attribute our sources with signal expressions including "according to..."restate the words or thoughts of the other individual into our own words, to have an exact representation of those thoughts, presented in the first text; to remember the writers unique thoughts for a section or as a whole, to read and comprehend the substance before rewording.

Organization Skills

This skill refer to our capacity to stay focused on different assignments, and use our time ,energy ,strength ,mental capacity ,physical space ,and so on effectively and beneficially in order to achieve the perfect result. Therefore having this ability can help us in our private life or at school, college or university.

In my private life as a hairstylist to be organized it's one of the most significant aptitudes I have to have, to have the option to collaborate (to have success in our projects) to sort out work in a group (teamwork), to have the option to design, to be able to perform our tasks, to can play out our tasks in an timely manner (time management); in single word we have to be able to adjust numerous undertakings productively and viably.

Without having organization aptitudes our hairdresser business system won't be appropriately organized, we will neglect to achieve our tasks, to lose important time. However to improve our organization skills in the present focused environment, we need to work any focal points in support of us and to begin by being active, making a list, and a schedule, establish a recording system, minimize interruption, learn to assign and arrange our working environment.

Motivation Skill

Capacity to do what should to be done, without sway from others or circumstances; people with self-inspiration can find a clarification and solidarity to complete a task, even when they face challenges, without giving up or requiring another to arrange them.

Being inspired in the college will help me with achieving my undertakings without hurrying or warring about the dead line; having this ability encourages me to arrive at the best results, to feel increasingly fulfilled and improve the general estimation of the life, to be more prepared, and have progressively confidence and to have self-assurance.

Therefore to improve it we should utilize positive affirmations to center and consider the results we need and not the advancement of doing it, practice the habit for simply doing it and the most significant why we need to do it.

“When self-motivation skills are combined with self-strength of mind, you can easily shift mountains and find water in desert”... (Educba, 2019, online accessed on 15th November 2019).

Note Taking Skills

It is not just about write all that we hear or read, it is a methodology of checking on, interfacing and joining thoughts from our teachers or readings.

Therefore being a student in our days I thought that it was exceptionally hard and testing to stay aware of the instructors demands, but being able to take notes constantly, helped me to remain dynamic and engaged during my class, reading and revision, to comprehend what I am realizing and explain my thinking, to be particular and recognize key thoughts, to recall better the material ,organized my thoughts and make connections, to arrangement and structure composed assignments ,to review and update before tests.

However to succeed in college/school, students face challenges to remember explicit subtleties event, major ideas from study hall speakers because of break of

note taking. Improving our note taking abilities we should consider to clarify and precise notes, to come to class prepared, compare our notes, minimize distractions, organize the notes, use contractions and symbols, write clearly, review the notes, and write down questions.

Critical Thinking Skills

Refers to the ability to dissect information and make a contemplated judgment including the assessment of sources, for example, information, realities and research discoveries. Regarding critical thinking skills are among the waste searched for abilities in basically every industry and workplace. You can display basic critical thinking by using related keywords in your resume e and basic letter and during your meetings.

However this skill is significant on the grounds that it enables understudies to make coherent findings; when an understudy truly needs to get the hang of something he ought to comprehend the material thus as to see such material, alternative arrangements and issue solving. By improving the nature of your contemplation and your decisions, better basic reasoning can achieve a major positive change in your life; it isn't a distortion to state that an amazing nature to a great extent relies upon the nature of the choices you make.

Improving our critical thinking we have to think about how to characterize plainly our inquiries or issues like *Albert Einstein famously quipped... "If I had an hour to solve a problem, I'd spend 55 minutes thinking about the problem and 5 minutes thinking about solutions"*. Gather information, apply the information and ask critical questions, consider the implications, explore the full range of perspectives.

Communication Skills

Communication is basically the demonstration of moving data from one spot, individual or social occasion to another. Every communication remembers for any occasion one sender, a message and a beneficiary; therefore this may sound fundamental, yet communication is actually a very perplexing subject. There are

various methods for communication, for example, spoken, visual; all of this being benefic from proficient life to singular life and everything that falls in the middle.

However from a business viewpoint like the hairdresser shop I am working in, the "transactions", result from communication. Good communication is major to enable others and yourself to comprehend the information all the more definitely and quickly.

For me communication is more than significant; being a hairstylist is indispensable to speak with the customers, to understand what they will like, how they will get a kick out of the chance to make them agreeable and to come back, otherwise poor communication leads to misunderstanding and disappointment.

Therefore to have the option to improve our communication abilities we need to listen more, practice great body language, to be progressively certain, to respect, and to be receptive outlook and clearly we will have achievement.

Leadership Skills

Leadership skills are the characteristics and limits individuals show that help to supervise process, direct exercises and steer their delegates toward the achievement of objectives. It is the essential part in arranging authorities to choose keen decisions about their affiliations urgent objectives, and suitably apportion resources for achieve those orders.

Therefore significant leadership skills incorporate the ability to delegate, motivate and pass on confidence ,honesty, duty and creative mind; by having leadership skills encourages you starting actions, to motivate your group or colleagues, to give direction ,making confidence, building morale and condition and in any event to co-ordinate your group.

As leader in my college class, helped me to make a pleasant environment between the students, to make them to go to the class on time, to fill in as a group and along these lines to accomplish our objectives as students together, to help one another so none of us will be left behind.

Becoming an incredible leader is an endless procedure which should make you personality your style as a leader (assertive, or listen first before making decisions), find what are your gaps, improve your communication, give productive criticism and take instructional classes.

Summarizing Skills

Summarizing can be described as an audit of an increasingly expanded piece of content. The key purpose of a summary is to accumulate a touch of content without losing its most focal ideas or thoughts. However the route toward summarizing process requires critical reading, thinking and composing, skills which are major to process at any course level. This skill empowers us to show and present our comprehension and understanding of thoughts and contemplation's in your point or subject, rather than remark plagiarism by duplicating paragraphs from the books, articles, sites and journals.

However having summarizing aptitudes is a noteworthy aptitude in academic composition, empowering us to remove the most important ,centers from a book and adjust them in our own special words ,in a abbreviate structure. Such capacities are significant when we bring notes and investigating for an article.

Not having the option to summarize a text ,article ,book or diary will bring you huge issues as a student; therefore we should begin bit by bit by changing the structure of the sentence, the words in the sentence, understand the fundamental idea, retain the first ideas, and search for extraordinary words.

Conclusion

This report analyzed ten academic and employability skills; therefore these are very useful because aloes me to reach and complete my tasks both in university and private life, and improves me as a person to be a better student and a better person and more confident.

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Academic and Employability Skills – BMSW4001

Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: CERNAT ALEXANDRA

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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.

Associating chocolate with celebrations and romance, we can think about it as little affordable luxury. According to the news in 2001, regarding cocoa production in ivory coast which involved child slave labour, left the government, chocolate companies and the consumers in deep shock. Therefore new legislation was passed from USA to create standards helping this way the companies to label their chocolate "slave-labour free". To limit the abusive practices chocolate industry agreed the international protocol for a period of four years to all chocolate producers.

not clear.



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Term 1

In-class exercise 1: Paraphrasing (Oct 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 will let us know about the changes in the office. X

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

I wish he would write my more often ✓

3) We were concerned about her health.

We had some thoughts regarding her health

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

If you would be more careful you would not have so many mistakes. X

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

Because of the funding cancellation there will be no free parking. X

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

His proposal relied on too much theory, so he failed

7) It was Mary who stole money.

He accused Mary of the missing money X

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

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