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Trinity Saint David

REPORT ANALYSE MY ACADEMIC AND EMPLOYABILITY SKILLS

Group 8

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1. Abstract or Summary.....	1
2. Introduction.....	2
3. Methodology.....	3
4. Results or findings.....	4
4.1 Swot.....	5
4.2 Time manage: Eisenhower method,.....	6
4.3 Articles Research.....	7
4.4 Online Article.....	8
4.5 Book Article.....	9
5. Discussion.....	10
6. Conclusion.....	11
7. References.....	12
8. Appendices.....	13

1. Abstract or summary

This study provides an overview of my skills development. The intention of this report will be able to plan and develop for my future employment areas such as have a correct behaviour and decision with all themes already studied with relevant literature, Techniques, identifying skills reflect as a success objective to future writing. I will add all the exercises and extra work paper including as an evidence done and made on this first term during class in relation to my different worked skills.

2. Introduction

On the current class of employability skills, we have got to discuss and organize ideas about how to manage time sorting out by chart can be daily, weekly or annual, and follow the instruction through The method of “Eisenhower” both in an organised way.

Now we know the importance to summarize main ideas with our own words to get a brief and formal answer to any proposal.

On the other hand, some literature practices to build and extend vocabulary for a better communication.

Solved all misunderstandings troubles reflect on exercises with a personal teacher correction one by one with the point to reach and revise for a second time the mistake by ourselves and own research aside from questions in case we don't still believe the correct form and in some of one case need to other sources to consult and verify for a second opinion, which all of us considering this tool essential at time to make reports and know how correct our mistakes and doubts.

3. Methodology

My methodology include some exercises that we have been working each week on Module with extra homework that teacher provide us as well which we have all with correction and revised we have to say that according to the new week, we revised different things with any pending questions is because we managed employability skills classes great having all contents in our folder.

Starting with SWOT where we made a homework include the meaning of swot with each respect personal points (Strengths, Weaknesses, Opportunities, and Threats).

Handle the time when a specific schedule could be organised daily including weekly for all our daily routines with a method called "Eisenhower".

Paraphrase demonstrates if we have learned the text on a short passage maintain same structure which is totally different between summarising, on this case we have to find the main idea of the text condense with our own words adding synonyms identifying what class of word is because this can be variety changed from adjective to noun or changed the order in a sentence for this reason we have to be able to recognise the type of word for do any changes.

We have used *Harvard* referencing by newspaper, Web pages, journal articles and base on books, in these activities we wrote the correct form to make the correct reference for each text.

4. Result or findings

4.1. SWOT:

An analysis of personal level where it reflects different situations according to our qualities, know ourselves, enhance weak points and keep each strength, this process will help to view an all-round of organisation to get a good job, career growth correctly without any confidence problems.

SWOT	
<i>Strengths</i>	<i>Weaknesses</i>
• Facility understanding with follow instructions • Get skill and knowledge through all my lifetime as student • Good networking contacts • Concentration at any time	• Lack of work experience • Not confidence at the first time • Daily Procrastination
<i>Opportunities</i>	<i>Threats</i>
• Opportunity and facility to access education • Enhancing my knowledge in a daily routine • Concentration at any time • Have job and education at the same time	• Waste and don't manage my time • Wrong thoughts respect my future • Lack of order ideas

4.2. Time management: *The Eisenhower Method*

This method consist to identify prioritization into daily task finding easy not spending majority part of our time doing unnecessary things we have to transform this activities on a productive way otherwise will be a failure day.

	<i>Urgent</i>	<i>Not urgent</i>
Important	• Do my homework • Take care my siblings • Pick up one of my siblings from school when nobody is home	• Book an appointment for cleaning teeth or general check • Making calls
Not important	• My mother must cook lunch while I am study	• Look at the window as a distraction • Watch TV for more than I expected • Procrastination

4.3. Articles Research

According to the last swot where I select all my self-points to each initial here are present it under my professional area which obtained as my first job; *Cleaner*. I have thinking about change it on a future where I can use my skill and continue learn new things, I would like work as my career or similar I considering for the moment I have maintain study for get more experience on in. Now I am going to write the respect SWOT base on my professional area.

- **Strengths:** capacity to follow the instruction that manager give me
- **Weaknesses:** problems at time to have a long conversation with someone for inconveniences such as the time or don't have Topics to discuss or interests
- **Opportunities:** relation with managers and staff for future promotion to a good and secure position,
- **Threats:** the point of not receive training classes before began this work as a result this action can be in many cases dismissal or replace to another person with experience

4.4 online Article

According to my expect career relevant to law I have searched different articles based into employment.

“Six Examples of Pregnancy Discrimination in the Workplace”

In this article the main idea is inform the situation of each woman who suffer discrimination above her pregnancy, nowadays they may be facing illegal harassment with anyone know about it could be through threats.

This case have increased 50% between 1977 and 2011 for this reason legal resources comment us six different cases to discrimination in a workplace because it most common abuse on this type of situation because as we already studied we have to be able to express and be freedom at time to transmit a message as long as be permit without threats and insults.

4.5 Book article

“Flare: opinions (Law human rights and politics) “by Ankur Mutreja

This book represent the real thoughts and opinions of the author Ankur Mutreja, he always tried to talk of law of any situation even politics but is nevertheless all encompassing so at the end he wants emphasize more than one critiques respect to murders, this book I have found interested because I found some information mix with law and politics that I haven't ever seen before or simply know about other ways of thinking if all of this relate with academic and employability skills we have to say that this book reflect clearly and organized of each chapter and how the author got summarized his ideas on a brief way without forget nothing to express.

5. Discussion

I have to interpret all my assessment collects and evidence suggest and I have get understand first of all the importance to development my skills with proprietary concentration an patient face to the labor and daily life govern our interpersonal interactions which will be effectively if we value time management knowing how to divide it among work, family and recreation being appropriately without procrastination in any kind of situation, as a recommendation to this point would be better if we made a list including activities that we have to follow or are predict for get best result and a completely organization.

Talking deeply on literature and different techniques help us to a correct handwriting and final essay starting with abbreviations which include, E.g. (For example), i.e. (for say something), etc. (more than one examples).

Summarizing techniques consist basically to take notes organized ideas in a logical order concisely, identifying important key ideas and get a short paragraph of all.

When using Synonyms can find out as first point Nominalization putting the sentence which contain a verb automatically will convert to Noun, second point we have a sentence conform by an adverb which will convert to adjective. Finally, there are changes depend how does begin long and short sentences on this case is necessary summary the text for a better compression. This material will be professional useful on my actual and future work.

The significance all this project is reflect all these weeks worked to a real life such as have a CV on a correct position talking by expression and manners to wish the goal , or know ourselves adding qualities from weaknesses to strengths being honest and precisely according SWOT that in this case was in based personal and deeply hide thoughts .

We have been worked for prepare futures assessments in how to type and add reference part into consequently cited article, online, books, journal articles, newspaper even web pages.

6. Conclusion

On conclusion and after summary all content that we have revised and analyzed, All this information are necessary for our future because even though is the first term we have learnt themes useful as a tool for enhance and progress as a person in a different aspects not only as a student but as a people who wants to learn and get all proposes made, I am considering that the material obtained this time has been successful on all aspects.

7. References

1. **Abstract and summary:** Not reference “wrote by my own words based on the main idea “.
2. **Introduction:** Not reference “Wrote by my own words based on a brief review of the last term already worked”.
3. **Methodology:**
 - Downes, E.O. and Evans, A. (2016) *Referencing Handbook Harvard. Academic Liaison Librarians* (Accessed 27th December 2019)
 - (2011-2019) *Personal swot analysis:* <https://www.skillsyouneed.com/ps/personal-swot-analysis.html> (Accessed: 28th December 2019)
 - Oppong.T (2017) *The Eisenhower Method for Taking Action (How to Distinguish Between Urgent and Important Tasks)* Available at:<https://medium.com/the-mission/the-eisenhower-method-for-taking-action-how-to-distinguish-between-urgent-and-important-tasks-895339a13dea> (Accessed: 29th December 2019)
4. **Result or findings:**
 - **Swot:** (2011-2019) *Personal swot analysis:* <https://www.skillsyouneed.com/ps/personal-swot-analysis.html> (Accessed: 28th December 2019) attached with homework made on class.
 - “Chart of time manage, **Method Eisenhower**, homework made at home and correct “
 - **Article research:** Not reference, wrote with my own words based on before swot based on my personal qualities according to the exercise into my professional area.
 - **Online article:** Murphy.L(1996-2020)*Six examples of pregnancy discrimination in a workplace* available at: <https://www.hg.org/legal-articles/six-examples-of>

pregnancy-discrimination-in-the-workplace-54295 ((Accessed: 29th December 2019)

- **Book article:** Mutreja, A (2015) *Flare: opinions (Law Human rights and politics)* First edition. July
- **Discussion:** Not references, "wrote all information with exercise and my notes already made in each class with extend explication, on appendices section I am going to add my evidences"
- **Conclusion:** Not references , "Wrote with my own words all paragraph according to my point of view of the first term in Academic and employability Skills"

8. Appendices

Harvard referencing:

This homework we had to apply what we learnt this day through PowerPoint and all tool are on Moodle as well.

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

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: (Baty, 2007)

In reference list:
Baty, P. (2007) 'Study skills for Dyslexic students' in Hargreaves, S. (ed.) / Study skills for Dyslexic students. LA / L / Sage. 2007.
Baty, P. (2007) 'Study skills for Dyslexic students' in Hargreaves, S. (ed.) / Study skills for Dyslexic students. 2007. London: SAGE, p. 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: Why Do We Still Use the Dock in Criminal Proceedings?', Volume 53 Issue 6, P. 1139-1156 British Journal of Criminology - 53 (6) P. 1139-1156

Time Management: The Eisenhower Method

Name(s): Keila WIPES Agnes Jones 19/10/11

	URGENT	NOT URGENT
DO NOW	- Do my homework - Talk to my siblings - Pick up one of my siblings of his nursery - Schedule my time when I start all the homework	- Book an appointment for next check of cleaning of my teeth - Making calls
DO NOT DO	- Planning or think about where will go to the my next holidays - (This year would be for things you can delegate (like make me blue to do for you) for example look from what you study?	- These activities are usually a waste of time - ELIMINATE - Re-use my phone, it include Social media check and look my getting a well - Look at the window on detection - watch TV for more than one hour

Time manage: Method Einshower

We had to plan our activities through this type of chart separating important and not important things.

Exercise of paraphrasing:

On this activity we had to read a passage where after had to summary with our own words building the vocabulary and grammar.

On the next page consisted to apply synonyms and in one situation make changes or change order

Academic and Employability Skills – BMSW4001
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 communicated a few changes in the office.
- 2) He doesn't write to me as frequently as I wanted.
I wish he would write to me like he did before.
- 3) We were concerned about her health.
We had some worry about her health.
- 4) You weren't careful, so you made so many mistakes. (had)
If you don't be careful, you will make so many mistakes.
- 5) The council cut funding so we could not provide free parking.
Because of Council cut funding we don't have free parking.
- 6) His proposal was a failure as it was too theoretical. (relied)
His proposal was relied as consequence be theoretical.
- 7) It was Mary who stole money.
He accused Mary to steal his money.
- 8) He seems well-educated. However, he's not very bright. (although)
he is not bright although.
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students.
The responsibility for Universities is attribute conventions on students for plagiarism.
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
33% of adolescents have the third baby each two years of the last baby.

Lecturer's comments:
Math - a good effort.
grammar

Lecturer's signature: [Signature] Date: 21.11.19

2 | Page

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

Student Name: Keila Vargas Student ID: 1906502

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.

The next text is talking about forced labour

The next passage talking about how cocoa Ivory coast was involved with slave labour child. It marked a shock on chocolate companies where immediately all industry had to follow the protocol that consisted in give the product for four years to limit abusive practices in order to slave labour free and continue producing their chocolates.

Lecturer's comments:
A good start.
Now build your vocabulary and grammar

Lecturer's signature: [Signature] Date: 21.11.19

1 | Page

Exercise of Summarising:

On this exercise the unique thing that we had to do is read between lines carefully one or more times to can separate ideas and divide on paragraphs with the principal objective of write with our own words without repeat words or plagiary sentences.

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

Student Name: Ka Sa Student ID/Group: 68 + 1906502

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 ~~bits~~ – 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: _____ Date: _____

1 | Page

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

The first point of Lars Sudmann is if someone want to be a leader, firstly they have to dedicate some time and energy for get success because this role doesn't be what we think.

On the other hand all will depend of you and how you manage the situation apart of your preparation and the knowledge learnt always is necessary asking ourselves how can we solve, arrange our objectives considering this preparation with big expectations taking some of references as 'classic leadership problem' with the main objective of learn into self leadership.

In conclusion this article want to transmit us how important is read, learn and have more knowledge respect the action that we want to development but most important regulate our feelings and feel prepare and able to assume the responsibilities.

Lecturer's comments: Short ✓ But not all the key ideas are included. A good effort → Keep practicing!

Lecturer's signature: _____ Date: 13.12.19

2 | Page