

ACADEMIC AND EMPLOYABILITY SKILLS

Essays

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INTRODUCTION

Academic and Employability Skills refer to a set of several attributes which are required to be possessed by an individual in order to appropriately enhance the competence in carrying out several activities academically and professionally. It is very necessary for a person to practice and improve on these skills continuously, which would be providing opportunities for growth and success in their career (Andrews and Russell, 2012). For which they can join or attain professional and academic classes as well as they must also conduct internship under some professional and many more. In addition to this, in ensuring a consistently progressing line of work, it becomes crucial for people to possess several skills which provides them with effectiveness and efficiency in their work. The following report is based on a clear projection of several academic and professional skills, learnt through several in-class exercises and published literature. It includes an effectively structured academic report which is formulated to analyse own academic and employability skills. In addition to this, the report also involves a reflective on how learning in the module has helped in developing these skills, with a special emphasis on the feedback received in the in-class activities.

TASK 1

Analysis of own academic and employability skills

It is highly essential to analyse one's academic as well as employability skills, which allows them to focus on their stronger and weaker areas. Moreover, it also helps them in gaining an insight onto the attributes which is possessed by them. In addition to this, the main agenda for analysing the academic and employability skills is to identify the relevant type of skills which are possessed by me, as well as those which are yet to be learnt (Speight, Lackovic and Cooker, 2013).

Below is a detailed analysis of the academic and employability skills through two in-class activities that have been performed during the module:

Activity 1: Paraphrasing

The first activity which I have conducted in class and which will help me in identifying my skills and ability is paraphrasing activity. In this I have to rephrase a paragraph given in class

room this will help me in identifying skills in which I am lacking behind that was required to develop report effectively. Description of this activity is given below:-

Description

In a business course, there are several skills required that would guide me through the academic journey as well as my further professional career (Boahin and Hofman, 2013). For the same, there are several activities which I indulged which allowed me to apply the relevant skills that are require by me for the course. The very first activity in this context was paraphrasing a passage about Mike Erwin. There are several skills which are required for conducting effective paraphrasing such as proper English, knowledge of terms and their difference, reading skills and many more. While I am conducting this activities I get to know that there are several skills which are my strength and some are my weakness. Analysis of that are given below-

Skills Analysis

For conduct or developing effective report by paraphrasing, there are several skills which are required. From which some of them I have and some of them I didn't have for which I need to conduct improvement activities. Analysis of those skills that I already have and which I didn't have for conducting paraphrasing in effective manner, I adopt Skills Audit which provide me detail information about my skills, which is describe below-

- **Skills audit:-** It is define as procedure which an organization or an individual adopt in order to measure as well as record their skills (Jameson and et.al., 2012). By conducting proper skills audit I can identify those skills which are my strength and help me in administrating paraphrasing as well as through it I also know my weak skills that I need to improve for proper development of report by paraphrasing.

Skills	Rating by me (Out of 10)	Rating by others (Out of 10)	Difference
Oral and written English skills	8	6	2
Understanding skills	7	9	-2
Communication skills	5	8	-3

Knowledge of grammar	8	5	3
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Strength	Weakness
Understanding skills	Oral and written English skills
Communication skills	Knowledge of grammar

Skills I have-

- **Understanding skills-** This skill will help me in understanding paragraph which I have to paraphrase in class for develop proper report.
- **Communication skill-** By this skill I can identify words that used in day to day communication process. Through this skill I use more appropriate and effective words which can easily understand by others.

Skills I need to develop-

- **Oral and written English skills-** I am lacking in this skill because I am not able to write or frame sentence by using proper English.
- **Knowledge of grammar-** It is essential for me to have proper knowledge of grammar because by it I can form impressive and suitable sentence.

By conducting skill audit I get to know that there are some skill on which I need to work on so that I can conduct paraphrasing properly. For development of skill effectively I develop personal development plan, which is mentioned below-

- **Personal development plan:-** It is define as a procedure in which an individual develop or create a plan that will be based on values, goal, reflection, awareness and many more. This generally help a person in developing plan through which he/ she can improve their skills as well as ability (Finch and et.al., 2013). I also develop personal development plan so that I can improve my weak skills that I required for paraphrasing properly. Personal development plan created by me is given below:-

Learning Goal	Current Competence	Target Competence	Development practices	Development opportunities	Time Period
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Oral and written English skills	6	10	For development of this skill I can attain English class so that I can enhance my oral as well as written skills. Along with this in order to enhance this skills I also need to conduct self practice so that I can effectively improve it.	By developing this skills I can paraphrasing things impressively in English. Along with this proper oral and written English skill will help me in interacting other properly as well as this will also help me in developing report successfully with effectual English.	3 Month
Knowledge of grammar	5	10	For enhancing this skills I need to join English classes or coaching so that I can learn proper use of grammar. I can also take e learning coaching as well as test in order to learn proper use of verb, tens, vocabulary and many other.	By enhancing this skill I can improve knowledge of my grammar which will directly enhance quality of my English. This will also help me in developing report with quality as well as impressive English.	2 Month

Activity 2/3: writing summarise and Identifying similar sentence

The second and third activity which I conduct in class is identifying similar sentence which have closest meaning to a particular sentence. For this activities I need to have several skills so that I can identify appropriate one. This skill as well as activities help me in developing report in effective manner. During conducting this activity I analysis that for activity I have several skills but I am lacking from skills. Analysis of which is given below;

In class we learn from this summary exercises, how to differentiate from a paraphrase, how to summarize

Description

While conducting or developing report there are several skills which help an individual in developing it effective as well as impressively (Fallows and Steven, 2013). For completing task properly there are various skills required, in respect of activity second which I conducted i.e. identifying similar sentence I need several skills. During conducting this I analysis that I have various skills but I also need to improve some skills so that I can properly identify similar sentence. Analysis of all those skills and capabilities are given below:-

Skills Analysis

In order to identify similar meaning sentence I required various skills and abilities so that I can do it properly. While conducting this activity in class I analysis that I have several skills which are my strength on the other hand there are also some skills which are my weakness and that I need to improve. So in order to analysis those skills I conduct skills that will help me in identifying which skills I have and which I have to improve for identifying similar meaning sentence. Evaluation of which is given below-

- **Skill Audit-** This is consider as a process that generally adopted by a person for determining as well as recording skills and ability (Chalmers and Partridge, 2013). Through this I can identify my skills which will help me in attaining my target or goal as well as it will also help in identify those skills which are my weak points and that I need to improve. Skill audit conducted by me after conducting second activities is given below:-

Skills	Rating by me (Out of 10)	Rating by others (Out of 10)	Difference
Grammar knowledge and understanding	8	5	3
Understanding skills	6	8	-2
Oral and written English	8	6	2

Strength	Weakness
Understanding skills	Grammar knowledge and understanding
	Oral and written English

Skills I have-

- **Understanding skills-** I have effective understanding skills which help me in understand sentence in effective manner.

Skills I need to develop-

- **Grammar knowledge and understanding-** I have good understanding skills but I have less grammar skills due to which I am not able to identify proper sentence.
- **Oral and written English-** I am lacking in English due to which I am not able to identify sentence which have similar or correct meaning.

Through respective analysis I understand that I have several skills which are my strength as well as I also have some weak skills which I need to develop in order to identify sentence which are similar or deliver correct meaning of a particular sentence. So for develop or improve my weak skills I develop personal development plan where I can find ways that help me in improving skills and abilities.

- **Personal development plan-** This is define as a process that is generally adopted by a person in order to create plan through which they can improve their skills and abilities (Pârvulpate and Mitran, 2014). This plan is generally based on reflection, goal set by person, their awareness and many more. I adopt person development plan so that I can

develop strategies which help me in improving my skills that are required for identifying those sentence which have similar meaning in effective manner.

Learning Goal	Current Competence	Target Competence	Development practices	Development opportunities	Time Period
Grammar knowledge and understanding	5	10	In order to improve this skill I can join or attend English classes where I can learn proper grammar and their use which will help in forming proper sentence as well as identifying sentence which provide meaning of a particular line. Along with this I can also take self classes where I can learn through e - learning applications.	By developing this skill I can easily identify similar sentence. This will also help me in gaining more marks in respective type of activities when it will conduct in class.	1.5 Months
Oral and written English	6	10	For enhancing this skill I can attain English class or tuition where I can	By improving this skill I need to conduct easily identify sentence	2 Months

			improve my written as well as oral English skills. Along with this I can practice by my own with some activities like I can conduct test, try to communicate with others in English, identify similar kind of sentence and many more.	which are similar and giving correct meaning. By improving this skill I will also able to develop my report in effective manner with no or minimum grammar mistakes.	
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By conduct analysis of both the activities i.e. paraphrasing as well as identifying similar sentence which are required to develop proper report I get know that both activities required various skills. When I conduct analysis of those skills I understand that I have some of them and some of them I need to improve, for this analysis I conduct skills audit. Along with this then I develop personal development plan through which I identify ways by which I can improve my weak skills. At the end I can summarise that by improving these skills as well as capabilities I can develop by report proper and this will also help me in my future professional life.

TASK 2

Reflective report

While I am conducting activities in class I understand that I have several skills from which some are seems as strength and other are weakness. That I need to improve so that I can develop by report properly and effectively. Such as while conducting first activity i.e. paraphrasing I identify my good skills like Understanding skills and Communication skills as well as my weak skills are Knowledge of grammar as well as Oral and written English skills. In addition to this, second activity which I conducted in class is identifying sentence which provide

correct meaning of a particular given line. During this I identify my weak skills i.e. grammar knowledge and understanding as well as I am also lacking in oral and written English communication. But for this activity I have skill which is my strength i.e. understand skill. Through this I get understand line in proper manner but I am not effectively write in English. While I conduct these activity my teacher provide me feedback through which I can improve my skills accordingly. Feedback is define as a tool which is provided to a person by another person so that he/ she can improve their next action effectively. This is essential to provide feedback because through it a person able to improve their skills as well as ability which leads to conducting work properly (Thomas, Wong and Li, 2014). Through proper feedback I get to know which skills as well as abilities that I need to improve so that I can develop effective future at my desire section or industry. There are various type of model as well as theories can be used by an individual in order to develop their reflective statement in effective manner. By theories as well as model a person able to know and understand their experience properly. Along with this, it will also help them in developing framework of whole journey which they go through while conducting particular activities. Such as for analysing activities which I conduct in class room i.e. paraphrasing activity as well as identifying similar sentence activity I adopt Gibbs Reflective Cycle, which is explained below-

Gibbs Reflective Cycle

This model was published by Graham Gibbs who is an American sociologist and psychologist in 1988. He published Gibbs Reflective cycle model in his book named Learning by Doing. This model is developed with the motive of identifying own learning thought experience. Gibbs reflective cycle model has encourages me to think systematic about my experiences of developing skills for report making (Simatele, 2015). Though this model I was able to think my experience and learning in more detail as well as about the activity which helped me in developing my skills. Gibbs reflective cycle model leads to identifying both negative and positive impact of this activity. This model includes a cycle of six steps such as description, feelings, evaluation, analysis, conclusion and action plan. These steps of Gibbs reflective cycle helped me in better understanding of my learning as well as experience I gained thought this event.

Step 1: Description

In first stage of this model, I have to give description about my experience. This step include the complete description about situation, event or activities. Each and very detail about it is provide without drawing any conclusion (Dhiman, 2012). For analysing this step more carefully I have ask some question to me. These question helped me in identifying the event or situation in better way as well as analysing description of activity. By evaluating all details of about activities better and relevant data can be identified which helps me in developing my skills. Question that I have asked to myself in order to create an objective description are what happened in that situation? when and where this happen? who all were involved and what they were doing? In this situation we all have given test about report writing. I have given two test, one is paraphrasing and second is question or answer. Along with this, in respect of activities which I conducted during class I get to know that there are several issues or problems which may I faced due to my lack of some skills like poor English, knowledgeable of grammar and many more.

Step 2: Feelings

This stage includes feels and though about the experience (Reddy and Moores, 2012). In this step I am able to understand my feeling and though while conducting this situations or activity. This helps me in analysing what I have feel during this event as well as after completion of the task. After clearly identifying the description of the event it is very important to determined all thoughts and feeling that has occurred while completing this task. In order to increasing knowledge about report I have to given two different test. These test helps me in identifying my current skills or capability regarding report making. While conducting this test I have fear for failure as well as I have faced many problems in answering these questions. When I was giving my second test which includes multiple answer question. I was very confused while answering these questions. I have discussed about this test with my classmate and they also feel that this was very difficult test. Feeling which I go through when I identify that there are several skills in which I am lacking then I feel fear of failure because if I didn't improve this I may face issues like less marks, inappropriate report and many more.

Step 3: Evaluation

After determining my thoughts and feeling about this event or situation clearly now in this step I have evaluate about my experience. At this stage of Gibbs Reflective cycle model a proper evaluation is needed in order to analyse whether the experience of the event in step one was good or bad (Smale and Fowlie, 2015). This step helped me in analysing that what went well during this whole event or activity. I have to evaluate that what was those things that worked well when I was in that situation. I have evaluated that while I was giving this test I have faced all the issues and perform with my skills and capabilities. I did not panic and completed the given task with my full potential. Along with this by this I effectively evaluate performance during activities which help in identifying skills which are effective as well as which required to be improved. This is so because through those improved skills I can conduct my work in effective manner or develop report properly.

Step 4: Analysis

This phase of Gibbs Reflective cycle model helps in analysing about the learning from situation or event. Analysis is a step which is conducted after proper evaluation process. This steps helped me in analysing about this what are the most important thing I have learned from this situation as well as what are those things that does not go well and needs to be improved. This step helped me in analysing what exactly has happened as well as what make sense during this whole event. From evaluating this situations of report test, I have analysed that there are many thing on which I have to works. Thought this process I have identified that my understanding skills are good but there are other skills such as grammar knowledge about topic and so on these needs to be improved. Along with this, according to this stage of Gibbs Reflective cycle I am able to analysis proper situation or activities which help me in designing strategies through which I can improve my skills. This will also help me in understanding feedbacks of my performance in activities i.e. paraphrasing as well as identifying similar sentence.

Step 5: Conclusion

Conclusion is a step which helps me in identifying that what I have learned from this situation. This also includes those things that could have done differently from other. In this section of Gibbs Reflective cycle model I have to draw a proper conclusion regarding that has

happened as well as what I have learned thought this event. From this above evaluation and analysis of this task it can be concluded that I have developed some skills and ability which will helps me in writing effective reports. My understanding skills are good and these are those skills which will help me in making better reports in future. I needs to develop some skills and my knowledge about English grammar so that I can perform better.

Step 6: Action plan

The last step of Gibbs Reflective cycle model is action plan. In this I have to develop a proper plan regarding how will I deal with same situations in future. This plan will help me in identifying what actions needs to be taken in future so that I can perform better. These action plan will also helps me in determining what could be done differently next time so that better results can be achieved. For this I have develop a proper plan that I should develop my skills and knowledge about report writing and grammar. I have to read a lot about these topic as well as practice more so that correct answer could be identified easily. This action plan will definitely help me in performing better. Along with this at this stage I will develop as well as execute action plan through that I can improve my skills according to feedback given by teacher.

By conducting analysis through Gibbs reflective cycle, I can systematise my learning through activities which are conducted in my class i.e. paraphrasing as well as identifying similar sentence. This will help me in identifying my proper experience by which I am able to enhance my skills so that I can conduct work properly and effectively such as through conducting activities I enhance several skills like oral and written English skills, knowledge of grammar and many more. Along with this during conducting this activities feedback given by my teacher plays an essential role because through it I am able to identify my skills which are seems as potential for me and which are weakness for me. Then according to feedback as well as self analysis I develop personal development plan, which help in develop strategies through that I can improve my weak skills and abilities. At last I want to conclude that through these activities at class I learn many this which also help in improving my employability skills as well as this will open opportunities for me that leads to effective future.

CONCLUSION

By analysing above discussed point it can be summarised that for every individual academic as well as employability skilled plays an essential role because through it they effectively conduct each and every work. These skills generally provide and enhance capabilities in an individual so that they complete their work properly in impressive manner. Both academic and employability skills helps an individual in identifying opportunities as well as also help in grabbing it effectively. A person can enhance or improve academic as well as employability skills through various mode such as by joining classes or training through some professional and many more. Along with this when an individual get feedback from others, it will help them in enhancing their skills and abilities through which they can attain their target as well as make future effective. Academic and professional skills also help a person or a students in developing their project or research properly so that they can get high marks which leads to effective future.

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APPENDIX

Activity 1

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

↳ unexpected a

Mike Erwin was a background in the big community with the development, He can't imagine ~~himself~~ He ~~needs to~~ be a 'social entrepreneur' or activist. With this background He enhance for the project offered by the school. He as a good lead them He have a good evaluation in the Army, a lot award and ~~recognition~~ recognition. Erwin, unexpected become an entrepreneur. However the community mission take quickly and the time RWB give back attention a media one of big reality.

Not very clear what you sentences mean



University of South Wales
LONDON

GP2

Academic and Employability Skills (ACE) — term 1

BM5W4001

In-class exercises & Summaries

Student Name: Audria Smedo Student ID: 1717 444

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.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business. Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking. Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no nonsense' approach to retailing therefore leads to cost saving in numerous areas. These cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

Lecturer's signature:

Date: 20.08.19

Ex.2

This task is designed to see if you can summarise ideas from course materials in your own words. Re-read the text 'The success of ALDI' on previous page. Now answer the following question in your own words: What factors contribute to ALDI's success? Write about 175 words.

ALDI a supermarket that is aware of the needs and consumption of families, has taken on the responsibility of offering the consumerism product at low cost and a good quality one. They tried the consumerism market the families are usually large. The demand for low quality products is high.

Knowing these needs and demands, ALDI mounted a plan and strategy to compete, reducing business costs such as location and expense (billies) by investing in its products. Two third percent in organic and vegetables, using new technologies for customer service and satisfaction.

ALDI has a low price competitiveness management, good service. Your team is trained and requires skills and ambition in various departments, without missing the point he looks for skilled workers to be of this company.

Lecturer's comments:

A good attempt, including several of the main points in the original.

Keep practicing

Lecturer's signature

[Signature]

Date

20.02.19

Activity 3

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

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

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

Write your own paraphrase for the following sentences:

- A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.
All persons homeless don't accept homeless but want to live as they do now is 75% of the population that 75%.
- Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
- Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
- Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
- A woman who was nominated by the president to head the department was quickly approved by the board of trustees.