



REPORT

Academic and Employability Skills

Module N° BMSW4001_LON

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Student Number: 1906501

Acknowledgements

I acknowledge to this institution for giving me the opportunity to study and accept myself as a student in this great institution.

I consider it a great step for me in my future

I also want to thank the teachers for their great dedication towards us in the course of this term.

To my classmates for their support, help, understanding during this term because they have been very important at this time of my life in college.

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1.SUMMARY

I write this introduction of Academic and Employability skills course.

In this report I will explain all my progress during the term of this course as well as about my future plan and my experiences during my work life and my personal life.

This report focuses on several key areas and tools that I have developed during this term, in this course Where I will present examples with results with the tools we have used during this term.

2.Introduction

The objective of this report is to present all my experiences during my life and this whole term of this period, term.

I am Anthony Jheff Portaro and I present this report where I briefly and concisely describe some of the issues we have used in this term.

To also then confirm my employability in the future by using some of the tools and skills we have acquired and learned, as well as a better awareness of my existing skills and how my potential weaknesses tremble.

I have used some well-known and respected tools, such as

- A) SWOT analysis**
- B) DPD personal development plan**
- C) SMART goals**
- D) The Eisenhower method**

In addition to having learned and acquired a lot of knowledge during this period, we have learned to use two very important tools, such as paraphrasing and summarizing effectively.

Finally, the report will consist of three different articles that we will discuss throughout this report.

And so, see how important and relevant they are for my future in life and also in my future professional career chosen in Business and administration. At the end of this report I will be able to demonstrate all the knowledge that I have acquired during this term, as well as everything that I am improving over time.

From being a student who just begins to be a person with sufficient skills to be employable with much to offer in the difficult, exciting and challenging world of Business. The area of Business that interests me most is business administration and in the future to start my own business.

With all the knowledge acquired during this term and with these tools, they will help me to focus my attention and thus be able to overcome my fears in my working life.

3. METHODOLOGY

My methodology section covers all the tools we have used throughout this term as well as all the exercises we have done in class and some of the techniques that I have learned to be more aware of my strengths and work skills to improve in any area and thus overcome my fears and overcome my weaknesses or lack of knowledge.

In class, we analyse the SWOT analysis (Strengths, Weaknesses, Opportunities and Threats), The Eisenhower method to help us in our time management and a PDP (Personal Development Plan) to establish our objectives and goals in our personal life and in our working life.

Here I am going to show you a paraphrase tool and explain how it also works. This tool that I studied and learned is the art of paraphrasing a technique to eradicate and thus end plagiarism. as well as another way of simplifying a particular piece of writing without changing its general message as well as always referring to our work to avoid the possibility of plagiarism.

The next tool that I am going to show you and also very useful that we should use and I learned was the summary, It is the tool that allows us to communicate the main points as well as the main idea of a piece of text but in a more brief, concise and precise way .

I will also show 3 different articles which are more relevant to discuss in order to show my understanding of these specific issues and my interest in the world of business and my work with which they relate.

4. FINDINGS

Now I will show you and also explain the steps to follow from my findings in my best possible way to be able to make myself understood and to demonstrate my knowledge of the subject.

4.1 SWOT ANALYSIS.

It is one of the most important tools because it allows us to evaluate ourselves to see our fears, strengths, opportunities and threats and thus prepare our strategy for a better defence.

STRENGTHS • Experience in all my different types of work that I have done during my life. • All knowledge I've acquired in my life. • Computer skills and knowledge in new technologies. • Good aptitudes and problem solving. • Passionate about what I do Sociable, like to help others (teamwork). • Good networking contacts: contacts in maintenance and security industry.	WEAKNESSES • My lack of working experience. • Limited Education. • My age is not very important, but I think it is important in these times. • Not having enough skills to perform my work. • Negative personal skills, like not trust in myself.
OPPORTUNITIES • Education: It is the most important thing to continues to educating and improving everyday to creative those opportunities. • Fields of you needs of your skills: Creativity. • Geography-ability to move: If the opportunity is better for me, my ability to move is total.	THREATS • Competition of younger people with better studies. • Training and education obstacles. • Limited ability develop for lack of experience. • Limited positions in your area for your age and your studies.

4.2 EISENHOWER METHOD

Proposed by Dwight Eisenhower, during the period from 1953 to 1961, it is one of the best tools, as well as a very important and brilliant idea based on the strategic plan of the organization that is very important and useful in our daily life (routine).

It means prioritizing the most important and not so important things to avoid wasting time and get a better result of effective development in our daily lives

	URGENT	NOT URGENT
--	--------	------------

I M P O R T A N T	• Taking care of me and my family • My work and be punctual • Food, rent and bills	• Study, improve my English finish the university. • Find a better job • My future plan, make my own business.
N O T I M P O R T A N T	• Ask for help to another person • Delegate housework	• Waste time spend money • Using social media • Continues study something else and try to learn another language • Travel

4.3 PARAPHRASING

This is one of the best and most used tools, based on the transformation or change of technical words to colloquial words, which helps and also facilitates that the message of an article can become an easier message to understand but without changing the result or Meaning of the original content.

Example

- Changes in work practices, demographic, technological and environmental changes are raising new concerns about occupational safety and health OSH, according to a new report from the International Labour Organization ILO.

- My Paraphrasing

The types of demographic, technological work in the environment. They change over time and that is causing concern for public safety and health.

4.4 Summarizing

It is one of the best tools for when you need to explain a message with a few words. With this tool, you can summarize a paragraph in a few words. Without losing the result in a shorter space of the text accurately and concisely.

Example

- Definition of security risk.
Someone who could harm an organization by providing information to an enemy or competitor.
Someone or something that is a security risk Any package left unattended will be considered a security risk.

- My Summarizing

4.5 PERSONAL DEVELOPMENT PLAN

It is one of the best and most useful tools to create your project and set your goals, based on your own awareness, personal value and reflection for your personal development within a period of time.

	SHORT-TERM TIME FRAME	MID-TERM TIME FRAME	LONG-TERM TIME FRAME
SECTION 1 - MY GOALS	• Finish my assessment on time. • Be more Patience	• Improve my Second language • Continues with the university	• Try to find a better job • Improve by myself and with my family
SECTION 2 - SKILLS AND KNOLEDGE TO BE LEARNED	• Improve more in the new course • Get the driver license	• Read more constantly • Improve my skills for life	• Learned new course of cousin • Be more active in my life.
SECTION 3 - NEXT STEP	• Travel with my family • Be more organise	• Discover new cultures • Improve with a speech course	• Buy my first car • Get more license and grow up in the security industry

5.ARTICLES

Now I will show my three chosen articles, relating to my field chosen career.

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News Opinion Sport Culture Lifestyle More

UK ► UK politics Education Media Society Law Scotland Wales Northern Ireland

The Observer
UK news

● This article is more than 11 months old

Death on the door: how security industry risk has grown as police numbers fall

From tackling crime to guarding trains, private firms are filling roles public services once had. But it's a dangerous business...

Mark Townsend
@townsendmark
Sat 5 Jan 2019 15:30 GMT

1050



▲ Tudor Simionov was stabbed to death by a gang trying to gatecrash a New Year's Eve party in London's West End. Photograph: Shutterstock

Michelle Bailey has endured countless scrapes. The most recent, just before Christmas, involved an acutely intoxicated woman repeatedly threatening her with violence. Bailey, the 48-year-old managing director of Barnsley-based Active Response Security Services, talked her down, as always. "You need to keep very calm. So far no one has ever pulled a knife, thank god," she said.

Tudor Simionov was not so fortunate. About 5.30am on New Year's Day the 33-year-old was providing security for a central London party when it was stormed by gatecrashers. Attempting to fight them off, Simionov was stabbed. By 6.05am he was dead. Two months earlier he had left Romania for what his fiancée called "a better life".

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Townsend M, (2019) This article shows us one of the many risks of the security industry.

INDEPENDENT

NEWS POLITICS VOICES SPORT CULTURE VIDEO INDY/LIFE INDYBEST LONG READS INDY100 VOUCHERS PREMIUM 20 PLEDGES

UK leads the world in private security industry

The recent crises around the world mean demand for armed guards is soaring with the UK leading the way

Lucy Tobin | @lucytobin | Saturday 7 January 2012 01:00 |

Somalian pirates, earthquakes, Arab uprisings, fresh rumblings from the eurozone crisis. They all trigger the same effect in the corporate world: a phone call to a private security firm to plot a plan.

It might be hiring ex-marines to guard their top executives 24/7 with AK-47s. It could be teaching oil executives in Bogota how to escape from a potential shooting in a high-speed chase. Or it might be working out a back-up plan in case the whole of southern Europe goes on strike. That's why the recent string of political crises and natural catastrophes has triggered a boom in the private security and risk industry.

indy100 TRENDING

- Jewish MP praised for saying it's OK to kick Nazis
- Man writes sexist list on how to be 'beautiful woman' and it backfires

Tobin L, (2012) Here I show you this article that talks about how security forces receive special training against enemy attacks. This shows that training is very important.



McLeod K, (2018) This article shows us how it has grown and how many advantages have emerged during the passage of time by women in this industry.

6.Discussion

The first article tells us about a news item of a quality Romanian national who suffered an attack. This teaches us and shows us how much risk occurs in the security industry. This shows us that nobody is safe from the risks that the industry has.

The second article shows us another case, but different about the security industry. When the armed forces of another country request military support, it is a special training for the armed forces. Because when they receive new staff, because they need to learn how to use it.

The third article shows us the growth of women and the importance of women in the security industry.

Women have achieved a very important and decisive role in the security industry

7.Conclusion and recommendations

These articles have served as an example of how it is projected and the meaning of the security industry. It also shows us how risky this industry can be if you don't receive the right training. to be able to perform and capture your skills acquired during your preparation and training. In recent years we have witnessed the growth of female staff in the security industry and over the next few years we continue to grow and the opportunities that this will bring.

With all this I can say Thank you very much because with all the knowledge acquired during this term, he learned how to evaluate myself and also detect my fears and recognize my strengths in order to use the best ways.

8.References

<https://www.bsia.co.uk/LatestNews/tabid/87/ctl/NewsItem/mid/431/Id/160/Default.aspx>

Townsend. M, (2019) "Death on the door: how security industry risk has grown as police numbers fall". The Guardian, Jun 5

<https://www.theguardian.com/uk-news/2019/jan/05/private-security-industry-risk-grows-as-police-numbers-fall>

Tobin. L, (2012) "UK leads the world in private security industry" . Independent, January 7

<https://www.securitymagazine.com/articles/89141-being-a-woman-is-an-advantage-in-the-security-industry>

McLeod. K, (2018) "Being a Woman is an Advantage in the Security Industry" . Security Solutions for enabling and assuring business, June 18

9.Appendices

Time Management: The Eisenhower Method

Names (s): ANTHONY JHEFF PORTARO - 1906501 / BMSW 4001

Shed down. (TH) 14.11

URGENT	NOT URGENT
IMPORTANT • TAKING CARE OF ME AND MY FAMILY. • MY WORK. • Food, rent and bills.	• STUDY, IMPROVE MY ENGLISH FINISH THE UNIVERSITY. • MY FUTURE PLAN MAKE MY OWN BUSINESS.
NOT IMPORTANT <i>* Look at the slides again? in this space you can also put things you can all someone else to do.</i> • GET MORE CERTIFICATES ABOUT SECURITY INDUSTRY. <i>for example: Can someone else cook while you spend the time studying,</i>	• CONTINUES STUDY SOMETHING ELSE AND TRY TO LEARN ANOTHER LANGUAGE • TRAVEL

SWOT

✓
✓ Good.
A Clear understanding
(TH) 14.11

STRENGTHS	WEAKNESSES
• Experience in all my different types of work that I have done during my life. • All the knowledge I've acquired in my life. • Computer skills and knowledge in new technologies. • Good aptitudes and problem solving. • Passionate about what I do, Sociable, like to help others (teamwork). • Good Networking contacts: Contacts in maintenance and security industry.	• My lack of working experience. • Limited Education. • My age is not very important, but I think it is important in these times. • Not having enough skills to perform my work. • Negative personal skills, like not trust in myself.
OPPORTUNITIES	THREATS
• Education: It is the most important thing to continues to educating and improving everyday to creative those opportunities. • Fields need of your skills: Creativity. • Geography – ability to move: If the opportunity is better for me, my ability to move is total. • Strengthening your network: Seize opportunities will make your network grow. • Utilizing skills in different way: Use my knowledge and skills to create new things.	• Competition of younger people with better studies. • Training and education obstacles. • Limited ability develop for lack of experience. • Limited positions in your area for your age and your studies.

ANTHONY JHEFF PORTARO
1906501
anthonyjheff@gmail.com
BMSW 4001

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07.00 am	WORK	WORK	WORK	WORK	WORK
08.00 am	WORK	WORK	WORK	WORK	WORK
09.00 am	WORK	WORK	WORK	WORK	WORK
10.00 am	BREAK (rest and coffee time)	BREAK (rest and coffee time)	BREAK (rest and coffee time)	BREAK (rest and coffee time)	BREAK (rest and coffee time)
11.00 am	WORK	WORK	WORK	WORK	WORK
12.00 pm	WORK	WORK	WORK	WORK	WORK
13.00 pm	Work / I take the train to go home	Work / I take the train to go home	Work / I take the train to go home	I take the bus to go to the university / lunch	I take the bus to go to the university / lunch
14.00 pm	I get home / Take a shower	I get home / Take a shower	I get home / Take a shower	University	University
15.00 pm	Lunch / Rest on my sofa	Lunch / Rest on my sofa	Lunch / Rest on my sofa	University	University
16.00 pm	Spend time with my family	Lunch / Rest on my sofa	Lunch / Rest on my sofa	University	University
17.00 pm	Read and Watch tv or something in my	Read and watch tv or something in my pc	Read and watch tv or something in my pc	University	University
18.00 pm	Take care of my baby	Take care of my baby	Take care of my baby	University / I take the train to go home	University / I take the train to go home
19.00 pm	Take care of my baby	Take care of my baby	Take care of my baby	I get home / Take a Shower	I get home / Take a Shower

• Before to 07.00 am, I wake up at 05.30 am
I take a shower and then I have a coffee before to go out to take the train because my train arrive at 06.15.

ANTHONY JHEFF PORTARO
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BMSW 4001

*very good
Thorough!*
(TH) 14.11

Student Name: ANTHONY SHEFFStudent ID: 1906501

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 chocolate ^{is consistently regarded as} ~~everytime~~ is considered ~~one of~~ the finest products, also is synonyms of romance and happiness.

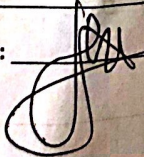
Therefore in 2001, news about the production of cocoa in Ivory Coast have relation with child slave labour deeply shocked for the factory.

Consumers and governments dislike. — needs a bit more language.

The United STATES OF AMERICA last legislation mandating that regulations be created to allow companies who could show that their chocolate was made with any forced labour to label their chocolate "Slave-labour free."

The industry of chocolate agreed to an international regulations that would give chocolate companies a limit of time to avoid abusive procedures.

Lecturer's comments: ~ a good attempt. You understand how to use the 3 techniques. Now you need to build your grammar!

Lecturer's signature: Date: 21.11.19

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) ^{SP.}
The boss announced about some changes coming in the office.

2) He doesn't write to me as frequently as I wanted.
I wish that he write to me more often ^{grammar.}

3) We were concerned about her health.
We had some worries for her health.

4) You weren't careful, so you made so many mistakes. (had) ^{would not have made.}
If you had been more careful ^(grammar!) probably you made so many mistakes.

5) The council cut funding so we could not provide free parking.
Because of not free parking because the council cut funding.

6) His proposal was a failure as it was too theoretical. (relied)
His proposal was not relied because it was too theoretical. ^{reliate.}

7) It was Mary who stole money.
He accused to Mary that she was who stole the money. ^{or stealing}

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

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

10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
statistics says of ^{third} adolescents who have the first baby have the second baby after two years.

Lecturer's comments: A good start!
now try to build your grammar and
vocabulary!

Lecturer's signature: 

Date: 21.11.19

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 ~~2010~~

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) "Collaborative Learning"
in Hargreaves, S. Study skills for dyslexic students, Los Angeles/London:
SAGE, 5th ed, pp 231

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) ~~H39-1156~~

In reference list:

-Mulcahy, L (2013) 'Putting the Defendant in Their Place: Why ...
Criminal Proceedings?' • /British Journal of Criminology./
~~Volume 53, Issue 6~~ 53(6) pp 1139-1156
~~-1139-1156~~

Equity and Efficiency in the Workplace: New Trends in Managing Human Resources. Reid, Douglas; Strudler, Robert; Ryner, Sara; Dyer, Lee. ILR Report 24.2 (Spring 1987): 35.

In text:

(Reid et al., 1987) ✓

In reference list:

Reid, D. et al. (1987) "Equity and Efficiency in the Workplace: New Trends in Managing Human Resources." ILR REPORT 24.2 (35).

Newspaper articles

Daily Telegraph (London) October 21, 2013 Monday p1

Fears of rising bills as deal is struck for new nuclear plant. Roland Gribben

In text:

(Gribben, 2013) ✓

In reference list:

Gribben, R. (2013) "Fears of rising bills as deal is struck for new nuclear plant." Daily Telegraph (21st Oct), London, p.1.

Web pages

Type the following words into Google: **BBC news electronic retinas**. Write a reference for the article "Two blind British men have electronic retinas fitted".

In text:

(Walsh, 2012)
~~Walsh 2012 Two blind British men have electronic retinas fitted~~

In reference list:

Walsh, R. - (2012) ~~BBC news electronic retinas~~ "Two blind British men have electronic retinas fitted". BBC news. [Online] <http://www.bbc.co.uk/news/health-17936302> (accessed 21st November 2019, 15:03)

Sales careers bring excellent earnings potential. Actual earnings may vary widely depending on many factors including the type of position, the field, and the ability to earn commissions or bonuses.

Careers in sales have potentially great wages. The actual amount / salary / money can be different and are determined by the nature of the job, the sector and whether one can receive / make extra money.

Although being a salesperson can be financially rewarding / beneficial / advantageous, in fact, the actual income is determined by various circumstances like the nature of the job, the sector and whether one can receive / make extra money.

• EXCELLENT EARNINGS
GREAT WAGES

• VARIOUS
VARY

• FIELD c.w.
SECTOR

• MAKE EXTRA MONEY
EARN COMMISSIONS OR BONUSES

• DEPENDING
DETERMINATED BY

• AMOUNT
EARNINGS SYNONYMS

• POTENCIAL
POTENCIALLY W.C

• SALES CAREERS c.w.o
CAREERS IN SALES

• EXACTLY
PRECISE

• FACTOR c.w.c
IN FACT

Class _____

Name: Anthony Portaro

Paraphrasing Exercises

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

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

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

Write your own paraphrase for the following sentences:

1. A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.

The town newspaper argues the 3 quarters of the total of homeless, they prefer live as they do already than live homeless shelters.

2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.

The aunt of Ronny didn't believe about he was assaulted by a bear.

3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.

4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.

5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.