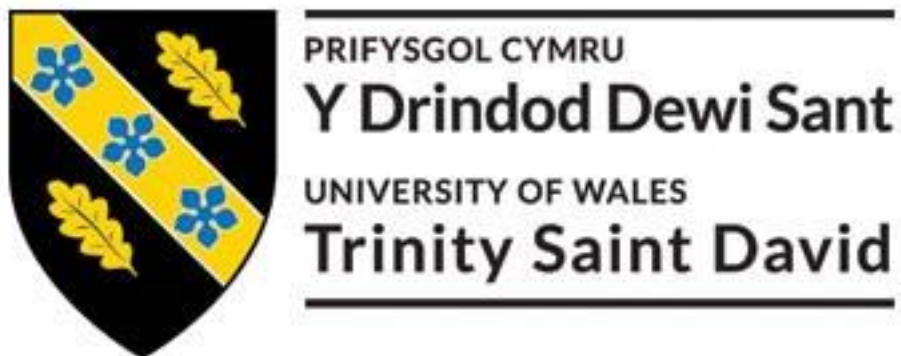


Report of my own Academic and Employability Skills.



Name: Brenda Hernandez

Student number: 1906230

Module: Academic and Employability Skills (BMSW4001)

Lecturer name: Timothy Hopkins

27th of December 2019

Acknowledgements

I acknowledge all the support that I received from my lecturer Timothy Hopkins all this term, also for his patience and the way he explained was very clear and made me understand each topic properly.

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1.SUMMARY

This report presents an analysis of my progress in relation to Academic and Employability Skills, my method included reflecting or in class exercises articles relating to my future employment area and relevant literature.

2.INTRODUCTION

This report reviews ideas of my own Academic and Employability Skills, that includes skills that I have learned, and I will have to apply in my future career to develop a great work.

I am going to mention some types of skills below:

Adaptive skills (Ad) are the attitudes or interactions that governs you and determine how you manage yourself.

Academic skills (Ac) helps you to develop a solid habit of study therefore will help you in your future or current career.

One of the skills you can develop while you study is (T.M) time management.

Transferrable skills (T) are skills that can be used into your workplace and are skills that you develop and progress while you study and work.

Problem solving is an example of transferrable skill.

Job related skills are skills that you have gained through practice, for example if you have an interview in a coffee shop and you know how to do different types of coffee, they might recognize your potential.

3.METHODOLOGY

-My report methodology includes looking at our week by week module, in class exercises such paraphrasing, summarising, sentence structure exercise, referencing.

-In class techniques such a SWOT analysis, Eisenhower method, Personal development plan.

4.RESULTS OR FINDINGS

My findings include all the topics mentioned above such a SWOT analysis, paraphrasing, personal development plan and many more, which will be represented below as clearly as possible.

4.1 SWOT ANALYSIS

The SWOT analysis is a tool used to help us to organize and identify our strengths, weaknesses, opportunities and threats for business or project planning.

As you can see below there is a table where I represent my own understanding.

STRENGTHS • Can work under pressure • Deal with problems and find out a solution • Punctual	WEAKNESSES • Do not have control managing in time • Get stressed very easily • Have not been studying for the past 3 years so it might be hard to get focus
OPPORTUNITIES • Gain knowledge about formal writing skills. • Location is close to home and workplace, so give me the facility to arrive on time	THREATS • Language • Study and work at the same time

In appendix 1.,there is a scan of SWOT analysis exercise.

4.2 EISENHOWER METHOD

The Eisenhower method is used as a tool which help us to figure out our priorities and organize the order of our duties from urgent, not urgent, important and not important.

Here you can see a table representing my own understanding.

I M P O R T A N T	• Get prepared for an interview • Go to an appointment at Guys Hospital	• Buy food for a week • buy a laptop
N O T I M P O R T A N T	• Looking for another job • Cook • Clean the house	• Watch Netflix • Go out with friends • Go to the gym
	URGENT	NOT URGENT

In appendix 2., there is a scan of The Eisenhower Method exercise.

4.3 SUMMARISING

Summarising is a technique that is used to take out main ideas of a text (or any other such an article, passage, lecture) in our own words but in a shorter paragraph without changing information.

Here you can see an example of my own understanding.

Passage:

University professors, who have often worked in the same institution for years and years, are experts in their field of interest and study and will probably have written many books.

Summarised:

Experts lecturers that have been many years in same workplace might have written books.

In appendix 3., there is a summarising exercise.

4.4 PARAPHRASING

Paraphrasing is a tool that help us to interpret ideas of another people in our own words.

This tool makes us easy to write reports and essays in the university or at workplace.

Here you can appreciate a piece of my own understanding.

Passage:

Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelation 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.

Paraphrasing by me:

Chocolate has been considered a delicious snack related to sentimental stuff and events. In 2001 in a place called Ivory Coast a report says that the production of cocoa involved kids to slave labour in a several ways shocked to the companies of chocolate, the governments and people who consume this were not agree. The legislation of USA approved this standard to prove that companies produce with not forced labour to label their chocolate "slave-labour free". The industry of chocolate did a protocol where they were agreed to give 4 years to limit abusive practises to the producers of chocolate.

In appendix 4., there is a paraphrasing exercise scan.

4.5 ARTICLES

Here you can see a paragraph from a chapter of a book.
Kusluvan, S. (2003)

Perceptions and Attitudes of Tourism Students towards Working in the Tourism Industry

It must be acknowledged that this study is concerned with general attitudes towards working in the tourism industry. Yet there may be a difference between general attitudes towards the tourism industry and its specific sub-sectors like the accommodation industry. However, it should also be underlined that as mentioned above, the majority of the students surveyed in this study had work experiences in different departments of the hotel industry like front office, food and beverage, and accountancy-human resources. So it is likely that they have had the hotel industry as the reference point for evaluating working in the tourism industry. Attitudes of undergraduate tourism students towards different dimensions of working in the tourism/hospitality industry are summarised in percentage and median estimates in Table 5.2. Attitudes towards each dimension is discussed below.

Here you can see a journal about Tourism management.
Mckercher, B. (2009, 325-335)



Tourism Management
Volume 30, Issue 3, June 2009, Pages 325-335

Progress in Tourism Management

Knowledge transfer and management in tourism organisations: An emerging research agenda

Gareth Shaw^{a,*}, Allan Williams^b

[Show more](#)

<https://doi.org/10.1016/j.tourman.2008.02.023>

[Get rights and content](#)

Abstract

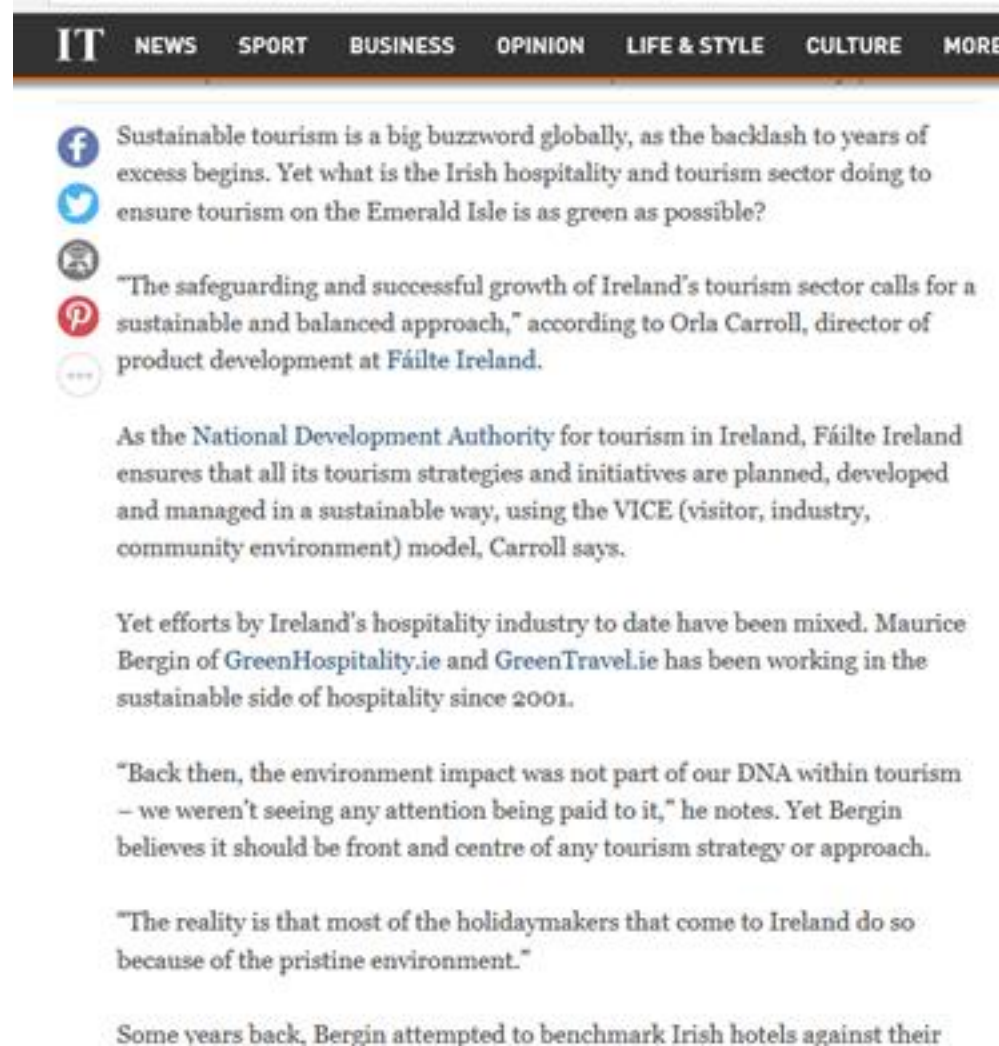
This paper reviews current research on knowledge management and knowledge transfer in the context of innovations. Specific attention is focussed on the integration of management perspectives into tourism research. The paper explores some of the key mechanisms and conduits of knowledge transfer within tourism. In doing so it explores such concepts as interlocking directorships, communities of practice, learning regions and labour mobility. There is also an emerging research agenda on knowledge management within tourism but progress is variable with most research being within the hotel sector, where a range of recent studies have examined aspects of knowledge transfer. The paper also draws attention to the need to give closer attention to the nature of innovations within tourism and to consider these in a knowledge management framework.

[Previous article in issue](#) [Next article in issue](#)

Keywords

Here you can see a newspaper article

Barron, D (2019) "*hospitality sector needs to check in to green practices*". The Irish Times.



4.6 HARVARD REFERENCING WORKSHOP

Here you can see an example of referencing in a 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*, open university press, Maidenhead.

In appendix 5 there is a Harvard referencing exercise scan.

4.7 PERSONAL DEVELOPMENT PLAN

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid- Term Time Frame What do I want to accomplish in the next six to two years?	Long- Term Time Frame What do I want to accomplish in the next two to three years?
Section 1- My goals What are my overall goals that I want to accomplish in this time period?	I want to accomplish to write an assignment without any problem	I want to accomplish my managing time	I want to accomplish to be an International Tourism Management
Section2- Skills and Knowledge to be learned	I need to improve my writing skills	I need to improve the managing time	I Need to be focus and develop an academic and employability skills
Section3- Next Steps	I am going to do this by practising exercises in class	I am going to achieve this skill by making priorities	I am going to acquire this skill by studying during I these years
Section4- Resources What resources do I need?	I need free time and a loan that allow me to pay the career	I need to learn how to do essay with no problem and do research	I need to be focus and acquire study habits
Section 5- Time schedule	Oct-2019 to oct-2020 1 year	March 2020- March 2022 Between 6 to 2 years	Oct 2019 to oct-2022 3 years

5. DISCUSSION

As I mentioned in my findings earlier, I am going to explain each topic more detailed.

As my findings show in the **SWOT** analysis I can work under pressure, deal with problems and find out a solution and I am a person very punctual, the qualities mentioned above are my strengths.

As a human I also have weaknesses that are the following; I don't have a good time management, also I get stressed very easily and is hard to me to get focus because I have not been studying for the past three years so I lost study habits.

My opportunities of study again are that I will gain knowledge about formal writing skills and the location of the institution is close to my home and workplace.

Finally, my SWOT analysis helped me to identify my threats that are the language because English is not my first language and study and work at the same time.

In my findings I also mentioned the **Eisenhower Method** that helped me to manage my time and identify priorities.

Now I know how to order duties by organising them from important, not important, urgent and not urgent.

I acquire the skill of **summarising** that consist in find the main ideas of the text and write them in a shorter paragraph. This tool helps me to understand the main idea of a text.

I learned to do **paraphrasing** by taking only the important information, changing verbs into nouns, adverbs into adjective, breaking long sentences into smaller parts but without changing the information.

This is a tool that helps me to write ideas of another person in my own words.

Paraphrasing is useful to do essays.

As you can see in my findings, I found **3 articles**.

The first article is from a passage of a book that speaks of general attitudes that approach work in the tourism industry.

The students that were questioned, the majority answered that have had experience working in the hotel industry, for example working in a food and beverage that is like a reference in favour for evaluate them in the tourism industry.

This research (Kusluvan, S 2003) shows that if want to have an approach to work in the tourism industry I need to have had experience working in a hotel industry to have more points in favour and this applies to me because I have experience working in restaurants.

The second article that I found (McKercher, B. 2009) speaks about a research of the current knowledge of management and knowledge transfer that is focused in the integration of management perspective into tourism research.

In this journal are some keys of knowledge that were explored, and that mechanism are labour mobility and learning regions.

Also exist a study that shows the knowledge management in the industry of tourisms progress is variable specially in the hotel sector, finally the innovation in the industry of tourism is considered as a knowledge management framework.

This journal gives evidences that do research in the industry of tourism is critical to advancing and innovating of the tourism. This is another good point in favour to me because researching will be professional useful in this field.

the third article is from IT News (Irish Times).

Barron, D. (2019) says that most travellers that go to Emerald Isle if for the pristine environment but people on charge of sustain the place as green as possible are not doing anything lately so Bergin believes that he has to stay in front of this case and take the charge.

In this article give a suggestion about take care the environment what is critical to maintaining the tourism sector. Their culture and respect for nature makes me think about changing climatic and tourism are intertwined, and it is important to maintain the industry of tourism growing. I am a person who love travel and know cultures so this will be professional useful.

As I show before in my finding the **Harvard referencing workshop** is a tool that helps to write a reference in a right form when doing researches and putting the links.

Finally, I mentioned the Personal Development Plan where I shows my goals and skills that I would like to acquire in a determinate time.

The first section in a term of 6 months, the goals are that I want to accomplish is to write an assignment without any problem, in a term of 6 to 2 years, learn to managing my own time and after 3 years became an international tourism management.

In the second section there are some skills that I want to accomplish in a term of 6 months such writing skills, in a term of 6 months to 2 years I want to know how to control the stress and in the period of 2 o 3 years I want to be focus and develop an academic and employability skills.

In the third section I explain how I am going to acquire the skills and knowledge. I am going to do it by practising exercises in class, by making priorities and studying during these years.

What I will need in the next section is free time and a loan from the government of United Kingdom, I need to learn how to do essays and research and be focus and acquire study habits.

The time schedule to do all this thing are maximum 4 years.

6. CONCLUSION

In conclusion all the topics that I mentioned above helps me to understand and how to put into practise each tool, all the topics were interested but ones of the tools that I recommend more is the Eisenhower and SWOT Analysis because these help us to know the priorities therefore will be easier to get focus.

7. REFERENCES

- Barron, D. (2019) "hospitality sector needs to check in to green practices". The Irish Times. Available at: <https://www.irishtimes.com/special-reports/business-of-hospitality/hospitality-sector-needs-to-check-in-to-green-practices-1.4027456>
- Mckercher, B. (2009) "*journal of knowledge transfer and management in tourism organisations: An emerging research agenda.*", Tourism management, Interim Editor-in-Chief (June). P.335-335. Available at: <https://doi.org/10.1016/j.tourman.2008.02.023>
- Kusluvan, S. (2003) Managing employee attitudes and behaviours in the tourism and hospitality industry. Nova Science Publishers, Inc. New York: pp.85. Available at: https://books.google.co.uk/books?hl=en&lr=&id=eQp1t_IHgzwC&oi=fnd&pg=PR11&dq=how+to+cope+with+stress+as+a+manager+international+tourism&ots=uLX25jD_3i&sig=xwLKvEXEj2y1eulglom4FQLtyQg#v=onepage&q=how%20to%20cope%20with%20stress%20as%20a%20manager%20international%20tourism&f=false

8. APPENDICES

Appendix 1.

1. Swot Analysis

<u>Strengths</u>	<u>Weaknesses</u>
• Can work under pressure • Deal with problems and find out a solution • Punctual	• Do not have control in managing time • Get stressed very easily • Have not been studying for the past 5 years so it might be hard to get focus.
<u>Opportunities</u>	<u>Threats</u>
• Gain knowledge about formal writing skills. • Location is close to home and workplace, so give me the quality to arrive on time.	• Language • Study and work at the same time

Appendix 1.

Appendix 2

②

✓ A good start! (Th) 14.11
Brenda H

Time management * The Eisenhower method

URGENT	Urgent Get prepared for an interview Go to an appointment at Guy's hospital	Not urgent buy a laptop do assignments buy food for the week
NOT URGENT	looking for another job • cook * ↑ • clean house	Go gym Watch Netflix

In this space can also go tasks that need to be done but can be done by someone else.
i.e. jobs that can be delegated.
for example, could someone else cook while you study?

(Th)

Appendix 2

For Students Please see below for times ...

Course Life - Review

Summarising

University professors, who have often worked in the same institution for years and years, are experts in their field of interest and study and will probably have written many books.

Most lecturers that have been worked many years in same place workplace, probably have ~~reports~~ ^{studies} based in their experience.

Experts lecturers that have been many years in same workplace might have ^{written} books.



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

Student Name: Bavaria Nduka Ifeanyi Student ID: 1906230
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.

Chocolate has been considered a delicious snack
relationship with sentimental stuff and events.
In 2001 in a place called Ivory Coast a report
said that the production of cocoa involved kids to
slave labour in a ^{terrible way} shocking to the
companies of chocolate, the governments and
people who consume this were not aware.

The legislation of USA agreed this standards to prove
that the companies to produce with not forced
labour to label their chocolate "slave-labour free".

The industry of chocolate did a protocol
where they were agreed to give 4 years to
limit abusive practices to the producers of
chocolate.

Lecturer's comments:

- a good effort!
Watch Grammar!

Lecturer's signature:

Date: 21.11.19

117/20

Appendix 4

Appendix 5.

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*, Open University Press, Maidenhead.

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: (Hargreaves, 2007)
Baty

In reference list: Hargreaves, (2007) 'collaborative Learning',
in Baty, P.

in Hargreaves, S. (ed.) . Los Angeles, Calif./London: Sage

Baty, P (2007) 'Collaborative Learning', in Hargreaves, S (ed.)
Study Skills for Dyslexic Students, Los Angeles, Calif.: Sage

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) "Journal of criminology"
53/6, 1139-1156.

'Putting the Defendant ...

Why do we still use the ...? . *British Journal of Criminology* 53(6) pp 1139-1156

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period? Example: become a Student Affairs Officer; learn computer graphics	I want to accomplish to write a assignment without any problem	I want to accomplish my managing time	I want to accomplish to be a International tourism management
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? Example: Student advising; Banner; Dreamweaver; develop a procedures manual	I need to improve my writing skills	control stress.	Need to be focus and develop an academic and employability skills
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? Example: take Dreamweaver class; do an informational interview; set up a project outline	I am going to do this by practicing exercises in class	I am going to acquire this skill by making priorities.	I am going to acquire this skill by studying during these years

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 4 - Resources What resources do I need? <i>Example: free time; funding</i>	I need free time and a loan	learn how to do an essay with no problem - Do research	I need to be focus and acquire study habits
Section 5 - Time Schedule What is my time schedule?			
When will I start?	oct-2019	dec-2019	May-2020
When do I expect to finish?	1 year	2 years	3 years
Section 6 - Completion When have I completed each step?	☐ <u>oct 2019</u> Date ☐ _____ Date ☐ _____ Date	☐ <u>Jan 2021</u> Date ☐ _____ Date ☐ _____ Date	☐ <u>Jan 2023</u> Date ☐ _____ Date ☐ _____ Date

Adapted from: <https://www.hawaii.edu/centerforlearning/2020/02/10/202002101611.pdf>

Exercises in class and notes.

What is paraphrasing? is writing the ideas of another person in your own words. Paraphrasing is useful when you are using the work of others to support your own view.

• Synonyms - different word, same meaning

• Changing word class - Verb -> N

• Changing order - Various -> adj

• Changing structure

for paraphrasing remember to

- Retain the meaning of the original
- have different structure
- be grammatically correct
- have correct spelling

own paraphrasing -> exercises

② A three quarter of homeless population are not agree about ^{living} shelters and because they prefer to live how they live until now

③ Tony's aunt ^{doesn't} didn't believe that a bear attacked him.

④ ^{doesn't} Someone who has never ^{be advised to} driven in the Mojave Desert must ~~be~~ take a lot of water.

⑤ in 1932, 80 million of land were taken from Native Americans ~~start~~ to whites because they owned 158 million acres in 1887.

2-11

Summarising techniques

- Identify the key ideas
- Take notes
- Organise them in a logical order
- Link the ideas concisely - (cut)

Paraphrasing

- Synonyms
- Change order words / structure
- Change word class -> same length using own words.

Cited: (Hopkins, 2019)

- Shorter
- Same ideas [most imp.]
- Try using diff. words

Step 1. Listen / read

2. Notices key ideas

3. Write notes (before summarising)

Squid

✓ (10) 11.11

Monday

Time Activity

7:30 Breakfast

10:00 have a shower

11:00 go on appointment to taxi's hospital

16:00 eat something

19:00 start work

22:00 finish work

00:00 sleep

✓ (10) 11.11

Tuesday

Time Activity

9:00 wake up

9:30 have shower

10:00 breakfast

10:30 Get prepared for a interview

11:00 go to the interview

13:00 arrive to the interview

15:00 couldn't see managers /canceled interview

15:30 eat something

19:00 work

22:30 finish work

✓ (51) 18.11 2020

Wednesday	
Time	Activity
9:00	wake up
9:00	have shower
10:30	breakfast
11:00	housework
12:00	Go to interview
13:00	have interview
14:00	eat something
19:00	work
22:30	finish work

Thursday	
Time	Activity
9:00	wake up
9:30	have shower
10:00	have breakfast
11:00	cook
12:30	Go university
15:45	start classes
18:00	finish classes
19:00	Go to work
22:30	finish work

TO DO LIST ✓
Branda Hernandez

✓ v. good
(12) 18.11

Thursday	
Time	Activity
8:00	wake up
9:00	have a shower
10:00	breakfast
11:00	prepared lunch
12:30	Go to university
15:45	start classes
18:00	finish classes
19:00	work
22:30	finish work
23:45	Sleep

Friday

Time Activity

7:00 wake up

8:30 leaving car

12:00 call GP

13:00 lunch

16:00 call sick to work

Saturday

Time Activity

9:00 wake up

8:00 go to work

12:00 eat something

14:00 finish work

15:00 arrive home

ACE Week 3 22/03

- (A) Keep personal development plan - Students progress
time management

- (5) Assessment Discussion
Finding Articles
Study skills

Time management

- work
- study
- personal life
 - sleep
 - eating
 - Personal care
- travel (commuting)
- Planning
- Social media
- Allocating time to study
- using that time effectively
- Balancing the time

Basic time management principles

- You should direct your effort appropriately, that is, towards the things that are more important
- You should direct your effort efficiently, that is, maximise what is achieved by the expenditure of time and energy
- You should reduce wastage

timothy.hopkins@wvtsd.ac.uk

Daily time management

- list what you need to do within a certain time span
- Prioritize all these activities (high, medium and low)
- Draw up action logs or "trackers"

1st Tracker

- get up at 8:00 and have a shower
- Breakfast at 8:30

- Organize my between 9:10
- Go gym at 9:30
- Finish gym at 10:50
- Go home 11:00
- COOK at 11:20

Procrastination is a way of waste time

Organization and time management being organised as a tool in effective time management

- Diaries
- Action logs - work plans
- lists
- Tidy workspace
- Organised paperwork

To do list - weekly

Monday Tuesday ... log Activity
time activity time act.

Setting goals

- S - specific
- M - measurable
- A - achievable - done
- R - realistic
- T - time-related - how much time you need

Time management process:
to select, prioritization and reviewing process

1. list act.

Task, meetings, daily routines, things you did yesterday

2. Time required for each act.

Estimate if need

3. Reserve time for interruptions

Remember to use 90-10 rule, only plan 90% of your day

4. Set priorities (Eisenhower Matrix) → do, just

	urgent	Not urgent
DO	DO	PLAN
DELEGATE		eliminate

→ Schedule
→ delegate
→ Don't do

Note-taking

what that means?

v.v. → (vocative) ^{1st} there was round

eg. → for example

i.e. → that is to say

etc. → and so on

a.k.a. → note well (pay attention)

e.g. → compare with this

note-taking for books and articles.

- shouldn't not be a shorthand version of the text.
- avoid copying chunks of texts
- use post-it notes
- look up unfamiliar words (using a monolingual dictionary), and find synonyms for them (using a thesaurus)
- read original passage until understood it

Note-taking in lectures.

Persuading class

2.11.19

"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.

depending on, determined by

S → field, sector, Actual earnings vary, various
Actual Amount
Actual income

changing word ^{order} ~~class~~ → sales careers
careers in sales

changing word class → Type of position
nature of the job

commissions or bonuses
receive / make extra
excellent earnings potential
Potentially great wages



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.

If you leading yourself you will be a good leader

Many people want to succeed in a high level position without have self-leadership.

Being a leader is like being a parent, we think and have the best intentions but when we are into the role we found it difficult and different of how we did imagine, for example Sadmaun though he would face his first leadership role right but he couldn't.

few month later, Sadmaun knows that he was having difficulties against some factors that maintain leaders from improving.

Many people at the workplace don't think clearly because they are in a position of power and leaders have not much time for all the duties they must do.

Sadmaun found how to solve these leadership problem in an orientation written by Marcus Aurelius that says spending time trying to learn to rally and guide.

Too long, but a good attempt!

All other sheet.

Lecturer's comments:

Lecturer's signature:

Date:

13.12.19

