



ACADEMIC AND EMPLOYABILITY SKILLS



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TIMOTHY HOPKINS 02/01/2020

ACKNOWLEDGEMENTS:

I would like to thank to the University for give me the opportunity to learn new knowledge's, but special for put teachers that are doing great job teaching us a lot of things that will be helpful for our daily live.

I would like to thank as well to my company Mayfair Hotel where I can put all my knowledge's in practice and to my colleagues that must support all my mistakes in the process.

I would like to thank as well to my colleagues at the to answer my questions and who ask me questions so in this way, we sort a lot of doubts.

Thank you very much to everyone that directly or indirectly way helps me with this report as my niece Manuela which I asked her questions different times.

TABLE OF CONTENTS

ACKNOWLEDGEMENTS:	2
Table of Contents	3
ABSTRACT OR SUMMARY:.....	4
INTRODUCTION:	4
METHODOLOGY:	4
RESULTS OR FINDINGS:	5
1.Personal Development Plan:	5
2.Sentence Structure:.....	5
Simple:.....	5
Compound:.....	5
Complex:.....	6
Compound Complex:.....	6
3.Personal S.W.O.T Analysis:.....	6
Change part of the speech or paragraph:	7
Change the structure:.....	7
Reduction of clauses:	7
Synonym replacement:	7
Referencing:	7
Avoid an infringement.....	7
Allow readers to follow your sources.....	7
Add believability and authenticity to your arguments.	7
Demonstrate your ability to research in different places as newspapers, websites, books or articles.....	7
Quadrant Eisenhower:	7
Time Management:	7
Summarising:.....	8
DISCUSSION:.....	8
CONCLUSIONS AND RECOMMENDATIONS:	8
References.....	8
APPENDICES:	9

ABSTRACT OR SUMMARY:

At this report you can see whole my knowledge and progress understanding from Academic and employability skills that I have learnt in these months at University of Wales Trinity Saint David. It includes some of the exercises that we did at class as Personal development plan, Summarising, Paraphrasing, Quadrant Eisenhower, Management time by day and by week, S.W.O.T Analysis and referencing and analysis of these. This report will help me as well to know where I am, what I need to improve and where I want to achieve.

INTRODUCTION:

This report is about Academic and Employability skills and how it can improve our lives professionally or personally with basic steps that we can apply to our lives, the only thing that we need to do is see the systems and put it in practice in any situation from our lives that much with the exercises. In my case I put them in practice day by day at my job for example management time since I know the method Quadrant Eisenhower I feel more efficient as I put special attention in the important things and urgent and later in the important things and not urgent so I do not waste time with the things that are not important or that can be delegated, in my life as wellbeing organiser and getting better result to have more time for do more things.

METHODOLOGY:

For this report I used the methodology of being hundred per cent at class it means that when I am in class, I just pay attention to the class. it what so important for me the things that are being teaching by the lecturer. Another method I used was to put in practice every method that was showed me in class in the real life, so it helps me to understand how important each method for my job and for my life is. Third Method I used to be to make a list of the thing that I needed for do this report and later to create and spider diagram fourth step was take time visualize the report before to do it.

RESULTS OR FINDINGS:

Let's talk about whole methods learnt at class, Personal Development plan, Sentence Structure, S.W.O.T Analysis, Paraphrasing, Referencing, Quadrant Eisenhower, Management Time and Summarising

1. PERSONAL DEVELOPMENT PLAN:

Is a plan that will help you to achieve to your targets showing you your strength and your weakness to later pay attention in what you need to improve.

Objectives are put in place based on the areas you'd like to improve on, and the plan consists of your own personalised actions that will help you to achieve them.

According (UWTSD,s.f.) "Personal Development Plan enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions".

A personal Development Plan (PDP) enables you to identify key areas of learning and development activity that will enable you to either acquire new or develop existing skills and behavioural attributes for the following purpose.

2. SENTENCE STRUCTURE:

This is other of the method that we have learnt it help us to understand every part of the sentences how the subject, the verb, substantive, adjectives and adverbs can be allocate in English for express the properly information, so it will help us at the time of Paraphrasing.

We can find 4 types of sentence structure

SIMPLE:

This is the minimum part of the sentence According to (English club, 1997) consists of one independent clause. (An independent clause contains a subject and verb and expresses a complete thought.)

Example: I like coffee.

COMPOUND:

As his name say it is compound for another sentence according (English Club, 1997) is two (or more) independent clauses joined by a conjunction or semi-colon. Each of these clauses could form a sentence alone.

Example: I like coffee and Mary likes tea.

COMPLEX:

Is composed by an independent Clause plus a dependent clause according (English Club, 1997) a complex sentence consists of an independent clause plus a dependent clause. (A dependent clause starts with a subordinating conjunction or a relative pronoun, and contains a subject and verb, but does not express a complete thought.)

Example: We missed our plane because we were late.

COMPOUND COMPLEX:

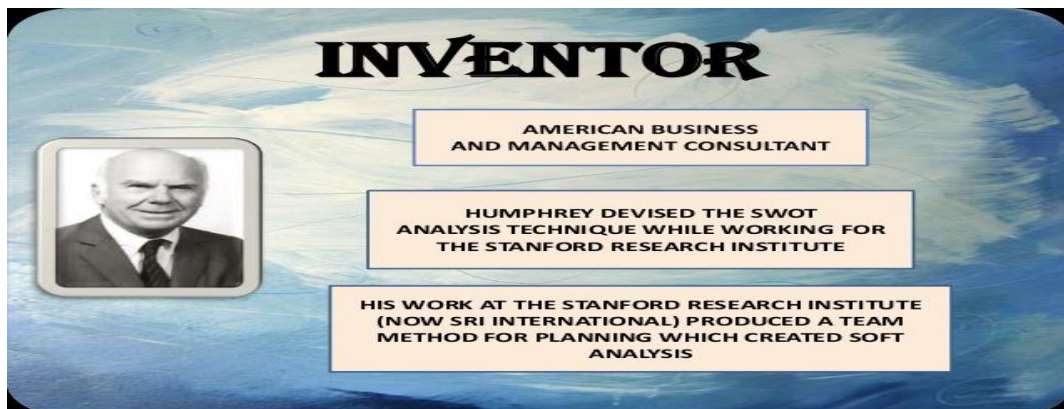
According (English Club, 1997) consists of at least two independent clauses and one or more dependent clauses.

Example: John didn't come because he was ill, so Mary was not happy.

For further information please see appendices 5.

3. PERSONAL S.W.O.T ANALYSIS:

This is a strategic plan invented by Mr Albert Humphrey in 1960's. This analysis will give to you a general vision about what is going well and what is going wrong. With this method is composed per 4 part which are strengths: which will give your strong points, weakness: which will give the points that you have to improve, opportunities: which will let you know what is the way you can take and threats: which will notice what you have to do if you do not want to fail. For further information please find a table in the appendices.



(Rafael, 2012)

Paraphrasing:

Paraphrase is the ability to repeat something that was already said or written with different words.

According (Literaryterms, 2019) a paraphrase (pronounced par-uh-freyz) is a restatement or rewording of a paragraph or text, in order to borrow, clarify, or expand on information without plagiarizing. Paraphrasing is an important tool to use when writing research papers, essays, and pieces of journalism.

There are 4 types of paraphrase:

CHANGE PART OF THE SPEECH OR PARAGRAPH:

change part of the speech or the paragraph, changing verbs and nouns per adverbs and adjectives.

CHANGE THE STRUCTURE:

One of the methods is changing the clause from active to passive.

REDUCTION OF CLAUSES:

Making a summary of the sentence with other words

SYNONYM REPLACEMENT:

We can Use word different word with same meaning to change the structure of the clause.

4. REFERENCING:

Referencing is recognition from someone's knowledge and work. Below you can find some reason why referencing is important.

AVOID AN INFRINGEMENT.

ALLOW READERS TO FOLLOW YOUR SOURCES.

ADD BELIEVABILITY AND AUTHENTICITY TO YOUR ARGUMENTS.

DEMONSTRATE YOUR ABILITY TO RESEARCH IN DIFFERENT PLACES AS NEWSPAPERS, WEBSITES, BOOKS OR ARTICLES.

5. QUADRANT EISENHOWER:

This Method speak about how you can manage every situation giving more importance to the urgent and less important to the less urgent. This Quadrant is dividing in four parts, two up and two parts down, 1. in the first part on the left you will put everything that is important and urgent that cannot wait to do it later, 2 in the second part up on the right you will put the important things that are not urgent so this is the part where you have to pay attention after finish the important things and urgent, 3 the third part is allocate it down in the left and here you will list the things that are less important but urgent it means that are things that can wait and you can do it another date, 4 in the fourth part down in the right you will allocate things that are less important and less urgent and here normally are things that you can delegate.

To see the Quadrant please see Appendices 3.

6. TIME MANAGEMENT:

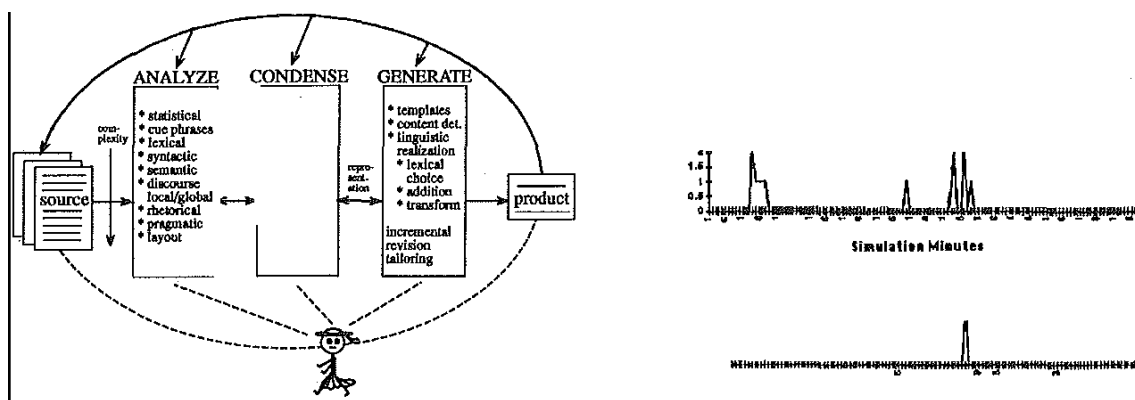
Is the ability to be able to do a lot of things in less time with the skill of organizing your time being proactive and effective. According (mindtoolscontentteam, 2000) "Time management" is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more

done in less time, even when time is tight, and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

7. SUMMARISING:

Summarising is the ability to write or said something brief with the similar meaning, just paying attention in the main points. This is really important for explain any situation to other one as per example a client's complaint, any meeting you had to resaid to your team or for explain how is the experience in a restaurant, spa, hotel etc....

According (dictionary.cambridge, n.d.) to express the most important facts or ideas about something or someone in a short and clear form:



Picture by Nomos e library

DISCUSSION:

This is the first time that I do a report, so every thing for me was new, I learnt as much as I could in class asking questions to the lecturer as colleagues in this way I was full involved in subject. Another part was to arrive to home and see the campus website from University so in this way any doubt I still had it were clearer. Third thing was imagining me anything learnt at class in a real life so for me this makes feel as I am learning something with a clear propose. I have been reading the book as well from the university so I took more knowledge;

I have been seen videos about communications, academic, employability skills, technology and business. As I work in a hospitality sector for me is really easy to relate any method learnt.

For example about the Quadrant Eisenhower it was really helpful for my job as since I know it I do not waste my time in things that I can delegate or that can wait so now in the spa are less complaints.

About the time management I am more effective and productive as now I manage my time better than before.

about the sentence structure it was really helpful for me as I have to send emails to the clients so I have more skills to give better answers or solutions to clients as my skills about English have been improving,.

about the personal development plan I can say that it is important for me I put plan in this document that I believe that I will get as I write it as a plan so I can see it every day in the fridge of my house and it remember me that I cannot give up.

The Swot Analysis helped me to realize what are my strong points, what are mi weakness points so now I know where to put more attention, the opportunities open my eyes to work hard in things that I can get, and the threats helps me to realize to be careful in things that can destroy my career, business or life.

Summarising is another method that is really helpful for me as I had difficult to same something brief, it does not mean that now I am nan expert but at least now I am putting attention how to sort it out as now, I have the tools to put them in practice.

CONCLUSIONS AND RECOMMENDATIONS:

My conclusion about this report is that it is a pity that I have learnt different methods as Time management and I did not presented the report on time but it helps me to see what was going wrong. I had 2 jobs one of them full time and other one part time plus the time I come to the university. A realize that if I want to see real my personal plan development that I have in my fridge I have to leave one of the jobs , so, I concluded that my second job part time have to be gone otherwise I will not able to get my targets.

My recommendations is that days past quickly and when you realize time is gone so do everything that you can day by day.

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[Accessed 09 01 2020].

APPENDICES:

17-02-19
ACE
Tim

EDISON ROMERO

✓
V. Clear.
(Th) 14.11.

PERSONAL DEVELOPMENT PLAN

What is a Personal Development Plan (PDP)?

"Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions" (*AUA Postgraduate Certificate in Professional Practice (Higher Education Administration and Management (OUVA))*)

A Personal Development Plan (PDP) enables you to identify key areas of learning and development activity that will enable you to either acquire new or develop existing skills and behavioural attributes for the following purposes:

- ❖ enhancing performance in your current role
- ❖ addressing anticipated changes in your current role
- ❖ addressing career aspirations towards a future role

Step 1: Deciding on your goals

Long-term goals

What do you want to achieve after university?

To help you think about your goals, ask yourself:

- What areas of my studies/work/life do I want to develop?
- What areas do I need to improve?
- What might be some long-term career goals and what skills would I need to develop to achieve those goals?

Consider these ideas to get you started:

- Talk with your lecturer.
- Schedule a confidential session with a careers advisor at UWTSD.
- Read career development books.
- Set realistic priorities – what's achievable in the next three months? This year? Within 3 years?

Employers are looking for specific attributes when recruiting graduates. An employable graduate will be:

- ❖ Capable of applying knowledge
- ❖ Enquiring – critical thinking abilities
- ❖ Creative
- ❖ Enterprising – creating solutions
- ❖ Ethical
- ❖ Thinking internationally



Top 10 skills employers want

1. Commercial awareness
2. Communication skills
3. Teamwork skills
4. Negotiation and persuasion skills
5. Problem solving ability
6. Leadership ability
7. Organisational skills
8. Perseverance and motivation
9. The ability to work under pressure
10. Confidence

Adapted from: www.target.co.uk (Nov 2012)

Mid-term goals

What do you want to achieve by the end of the 1st year?

In your class? In your professional development?

How will you measure success? How will you know you have achieved your goal?

Step 2: Evaluating your current position

Think of situations where you demonstrated any of the 10 skills mentioned before.

How successful was your personal activity during the situations you are considering?

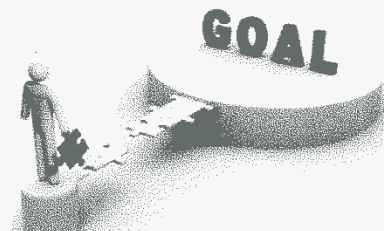
What were your strengths and weaknesses? How do you know? Give evidence of your achievement.

Step 3: Creating a plan

Deciding on a plan of action to get from here to there.

Make concrete plans:

- ❖ Define what you need to do
- ❖ Define when and how you will do it
- ❖ Be specific about your milestones
- ❖ Plan review points



Adapted from: <http://www.youtube.com/watch?v=VLTCm63n10I>

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? <i>Example: become a Student Affairs Officer; learn computer graphics</i>	- Improve my communication skills - Improve IT skills - Improve my research skills - Improve my Time Management	Be assistant Spa manager	Be Spa Manager. - Create my own business.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on? <i>Example: Student advising; Banner; Dreamweaver; develop a procedures manual</i>	- Learn about procedures of the company - learn to order products - To do the role of the therapists - Deal with spa Gym Members	- Communication skills to go to a meeting - Confidence to have better results - Commercial awareness	- Leadership ability. - Negotiation and persuasion skills - Problem solving ability.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project? <i>Example: take Dreamweaver class; do an informational interview; set up a project outline</i>	- Going to speak with spa manager and assistant spa manager about it. - Seeing how they do it	- coming to classes. - studying at home. - going to the meetings.	- being persistent and motivated - seeing leaders - going to conferences.

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

✓

	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>	- Internet - HR of the company - speak with bosses - teachers	- Internet - teachers - Books,	- Videos - Books - Newspapers - Articles
Section 5 - Time Schedule What is my time schedule?	- sport 7-8 - study 9-12 - work 13-22	- sport 7-8 - study 9-12 - work 13-22	- sport 7-8 - study 9-12 - work 13-22
When will I start?	I started already	I started already	I started already
When do I expect to finish?	6 Months	12 Months	- 3 years (spa manager) - 10 years (own business)
Section 6 - Completion When have I completed each step?	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date	☐ _____ Date ☐ _____ Date ☐ _____ Date

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

Edson Romero

31-10-19

Very clear
WU done on
using formal
template

✓ TH 31/10

S.W.O.T

STRENGTHS	WEAKNESSES
• Persistent • Ambitious • Patient • Punctual • Sociable • Positive • Self-Critical • Mathematical • Numbers • Open-Minded • Friendly • Responsible • Gentle • Enthusiastic	• Communication skills • IT skills • Food • Take care about everyone. • To solve the situations. • Try to do more I can.
OPPORTUNITIES	THREATS
• Government provides me the money for the career. • To finish my career • To increase my skills • To be assistance spa manager • To be spa manager • To create my own business. • To increase my life style. • To be economical independent. • To help my family.	• Brexit • Combine work and social life with the studies. • World is changing so quickly so to renew me so quickly as well. • A lot of competence people or companies. • To not control the English 100%

WED 26 OCT 19

EDISON ROMERO

✓ v. good. (m) 4.11.19

QUADRANT EISENHOWER

	URGENTE	NOT URGENTE
	DO IT TODAY	SCHEDULE A TIME TO DO IT
I IMPORTANT	WORK UNIVERSITY STUDY AT HOME	SPORT ACCOUNTS COL 2nd WORK MEET FRIENDS.
NOT IMPORTANT	DELEGATE IT TO SOMEONE ELSE CLEAN ROOM AT THE SPA REPLY EMAILS SPA ORDER TOWELS ORDER PRODUCTS SPA	ELIMINATE STOP DOING THIS PARTIES STAYING AT HOME WITHOUT DO NOTHING.

	✓ v. clear! @ 14.11
	A NORMAL THURSDAY EDISON ROMERO
07:00	
07:30	WAKE UP, HAVE A SHOWER, GET DRESS, DO BED, BREAKFAST AND BRUSH TEETH
8:00	
8:30	60' WALKING UNIVERSITY
9:00	
9:30	
10:00	UNI
10:30	
11:00	
11:30	
12:00	
12:30	
13:00	
13:30	
14:00	WALK TO WORK AND HAVE LUNCH 60'
14:30	
15:00	
15:30	
16:00	WK
16:30	
17:00	
17:30	
18:00	
18:30	
19:00	
19:30	
20:00	
20:30	
21:00	
21:30	
22:00	HAVE A SHOWER AT JOB AND WALK TO HOME
23:00	ARRIVE TO HOME AND SEE SOCIAL MEDIAS.
24:00	6 TO 8 HOURS SLEEP.

TIME / DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00		WAKE UP		WAKE UP			✓ Clean and thorough! (14.1)
8:00		WALK		WALK			
9:00	SPORT		SPORT		SPORT		
10:00		UNIT		UNIT		SET UP	
11:00	STUDY		STUDY		STUDY	TOUCH	
12:00	IF OUTSTAY						
13:00	SILENT STUDY	WALK		WALK			
14:00							
15:00	Learn						
16:00							
17:00	Business	WORK	WORK	WORK	WORK	WORKS	STUDY 47
18:00	Calculating						
19:00	Study						
20:00	Learn						
21:00	Company						
22:00	TV	Social Media	Social Media	Social Media	Social Media	WORKING	
23:00	Social Media					COMPANY	
24:00	BED						

Mr Lloyd Beharry.

24.OCT. 2019

Sentence Structure Exercise

NAME of STUDENT: EDISON ROMERO Module, Term and Group 9

1. mother strangers me speak to not my never told to.
My mother told me to not speak strangers ~~never~~. ✓
2. boy bicycle ride not a could the.
The boy could not ride a bicycle ✓
3. college yesterday went I to work after.
yesterday, I went to work after college. ✓
4. is city than bigger London a Bucharest.
London is a bigger city than Bucharest. ✓
5. married years after man got woman and the five.
The man and woman got married after five years ✓
6. young when grandmother I every was my holiday used visit to I
I used to visit my grandmother every holiday when I was young. ✓
7. John farmer's the and friend chicken his stole
John and his friend stole the farmer's chicken. ✓
8. finish open want shop university I after I coffee I to want a
I want to open a coffee shop after I finish university
I want to finish university, open a

Class Tutor's Signature: _____ Date 24.OCT. 2019

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.
Published 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 ~~editor~~

Book. English.

Published Los Angeles, Calif. ; London : SAGE 2007

In text: (~~Hargreaves, 2007~~) (~~Baty, 2007 pp. 231-248~~) ✓

(~~Baty, P., 2007~~) (~~Baty, 2007~~) Page 231 to page 248 ✓

In reference list:

Hargreaves, Sandra

Baty, P. (2007) 'Collaborative learning' Study skills for
Dyslexic students; in Collaborative Learning. (ed). Hargreaves,
Sandra

Los Angeles, Calif ; London : 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), pp 1139-1156 ✓

In reference list:

Mulcahy, L. (2013) 'Putting the Defendant in Their Place:
why do we use dock in Criminal Proceedings?' British
Journal of Criminology, 53(6), pp 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. Spring 1987) ✓

In reference list:

Reid, D; Strudler, R; Ryner, S; Dyer, L (Spring 1987)
'New Trends in Managing Human Resources', Equity and Efficiency in the workplace, 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:

(~~Daily Telegraph, 2013~~) (Gribben, 2013) ✓

In reference list:

Gribben, R (2013) 'Fears of rising bills as deal is struck for new nuclear plant', Daily Telegraph, (21st Oct, 2013), 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:

(~~BBC news electronic retinas~~) (Walsh, 2012)

In reference list:

Two blind British men have electronic retinas fitted (BBC news electronic retinas).

BBC news electronic retinas (Walsh, 2012) 'Two blind British men have electronic retinas fitted', BBC News. [Online] <http://www.bbc.co.uk/news/health-17936302> (accessed 21 November 2014).

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 announced that there will be some changes in the office.
- 2) He doesn't write to me as frequently as I wanted. ✓
I wish he wrote to me more frequently and not time to time.
- 3) We were concerned about her health. ✓
We had some concerns about her health.
- 4) You weren't careful, so you made so many mistakes. (had) ✓
If had being more careful, you would not have made so many mistakes.
- 5) The council cut funding so we could not provide free parking. ✓
Because of funding were cut, we could not give free park anymore.
- 6) His proposal was a failure as it was too theoretical. (relied) ✓
His proposal failed as he was too theoretical.
- 7) It was Mary who stole money. ✓
He accused that Mary was the person who stole the money.
- 8) He seems well-educated. However, he's not very bright. (although) ✓
Although he's not very bright, he seems well-educated.
- 9) Universities place the burden of understanding plagiarism and attribution conventions on students. ✓
The responsibility for plagiarism is attributed to students by Universities.
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third) ✓
A third part of adolescents have a second baby two years later of the first one.

Lecturer's comments:

- a good effort - well done! ✓

Lecturer's signature:

Jm

Date:

15-11-19

7 NOV 19

Class 9

Name: EDISON ROMERO

Paraphrasing Exercises

adapted from <http://web.jjay.cuny.edu/~esi/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. → riqueza
 - 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%. Reflexo
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. Reflexo
~~It from homeless people do not want live shelters and prefer to live as they do now, was claimed for a local newspaper.~~
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe. Reflexo
~~The aunt from Ronny didn't believe him when he said that was attacked by a bear.~~
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water. Reflexo
~~If someone carry a supply of extra water, then they are he is crossing the Mojave Desert so you know that he has do it more times.~~
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932. Reflexo
~~65% of the land were taken away by whites by 1932 from the 100% which they had Native Americans had in 1887.~~
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees. Reflexo
~~The directorate quickly approved the woman for head department when president nominate her.~~

HW Practice

13-Nov-19

Paraphrase the following sentences from student paragraphs to avoid plagiarism.

- ① However, college students today are the first groups of students to need the Internet for most of their schoolwork.

Nowadays, Internet is needed for students for most of their homework and they are the first groups in college students.

- ② Chinese speculators are able to realize profits from this buy-and-sell practice as property prices are currently on the upswing.

When property cost are currently on the rise, the practice of buy-and-sell are realized for Chinese scalper being able to make benefits.

- ③ Researchers have found a strong association between computer and Internet use in adolescents and engagement in multiple-risk behaviours (MRB), including illicit drug use, drunkenness and unprotected sex.

Multiple-risk behaviours (MRB) as, illegal drug use, boozing and vulnerable sex are highly associated among computer and internet use in teenagers was found for investigators.

- ④ Drug resistance remains a major problem in combating HIV infection, but a different approach to drug development could be the answer.

One of the major problems in fight HIV infection is that drug resistance remains but a new development medicine can be the solution.

5. North China's Shanxi Province, the country's largest coal supplier and most polluted region, has the dubious distinction of having 16 cities on the list. Neither Beijing nor Shanghai appear on the list. The report found that only 22.94 percent of sewage was treated adequately in the cities surveyed and less than 20 percent of household garbage met with proper handling. It said 178 cities examined had not built any sewage treatment facilities and 130 cities had not been equipped with garbage disposal plants.

The country's largest coal supplier of north of China, Shanxi province, was found to be the most polluted region. The report established that nearly 1/4 of the effluent was process correctly at the places or the surveyed and less than 1/5 % of the houses trash met with correct manipulation.

what is paraphrasing

Synonyms 7-Nov-19
changing word class
changing word order

^{CWO}
1 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.

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

3 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.

11 A potential excellent earnings are coming from sales careers. Depending from factors it may vary

S Earning

CWC

CWO

Student Name: Edison Romero Quintero Student ID: 1906508

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.

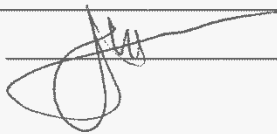
Chocolate has always been considered an affordable little luxury, associated with romance and celebrations. Therefore in 2001, revelations that the production of cocoa in Ivory Coast involved child slave labour deeply shocked chocolate companies, consumers and governments alike. The USA passed legislation 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.

At the beginning of this century, was said, that Ivory Coast was involved in a production of cocoa related with child slave labour that impacted directly in chocolate companies, consumers and governments. So, EUU created a legislation which said that standards must to be created to allow enterprises continuing with their production, demonstrating that they are not forcing people to work to create chocolate. So chocolate industry was totally agree to have an international protocol to avoid abuse practices and continue producing this little luxury manjar associated with the romance and celebrations.

Lecturer's comments:

- a good effort - well done!

Lecturer's signature:



Date:

15.4.19