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Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with your Task 1 (part of the Assignment for this module).

Ex.1

Read the following text and make notes on the main ideas. You can do this on a separate piece of paper which you do not have to hand in.

To be a great leader, you need to start by leading yourself

Most people go into top positions with good intentions, but those often crumble due to the demands — and perks — of the job. If you want to succeed, devote some time and energy to self-leadership, says consultant Lars Sudmann. Being a leader is a little like being a parent; beforehand, we have all these rosy visions of how we're going to do it, how incredible we're going to be, and how we'll sidestep the mistakes that we see other people make. But when it's our turn to assume the role, we find that reality doesn't match our expectations or imaginations. Sudmann, for example, believed that he would ace his first leadership role. Then, he held his first major staff meeting, an employee asked a question about the company's email signature, and the proceedings — and his command of them — completely fell apart.

After some months, Sudmann realized he was fighting against certain entrenched factors that keep all leaders from improving. Like many in the working world, leaders have too much to do and not enough time to do it; they don't clearly think through their priorities and strategies; and being in a position of power causes them to assume that the people beneath them will take care of a lot of problems.

Sudmann found a potential solution to these "classic leadership problems" in Marcus Aurelius, the Roman emperor and Stoic philosopher. Rather than spending his time trying to learn to rally and guide others, Marcus Aurelius focused a surprising amount of his energy on mastering self-leadership. Sudmann has found this orientation tremendously helpful. Below he breaks down three actions that go into self-leadership.

First of all, you need to be aware of your shortcomings; leaders need to know all of their biases, predilections and weaknesses. Another idea is to take 5- 10 minutes every day to think about the challenges you've recently handled and the ones you'll soon face. While Marcus Aurelius was fond of reflecting in the evening, Sudmann likes doing this over morning coffee. Questions to pose include: "How did my leadership go yesterday? How would the leader I'd like to be have faced the challenges I faced? What about my challenges today? What could I do differently?" Write down your thoughts so you can refer back to them and learn from them.

Also, regulate your feelings; no matter how much preparation and reflection you put in, there will be employees, colleagues, clients and associates who anger, frustrate or annoy you. That's where the practice of "reframing" comes in; stopping and asking yourself ... on a scale from 1 to 10, how important is this issue right now? Then, give yourself a moment to think: "How would the leader I aspire to be handle this situation?" The answer will come to you.

Lecturer's signature: _____

Date: 9.12.2019



Ex.2

Re-read the text 'To be a great leader, you need to start by leading yourself' on the previous page. Summarise main ideas from the text in your own words. Write about 175 words.

If you want to be leader, ^{one has} you have to be ready with any ~~creation~~ situation, have to find a solution for any problems.

To be a leader have to put all things in order, ^{first} choice first priority and must improve to be every thing in order.

to spending his time to learn all the rules and the guides ^{will}

Need to ^{come} ~~come~~ early then employers and left ^{one} ~~at~~ a place of work a lot because have to prepare ^{for the} next day work.

(5)

Lecturer's comments: Some good ideas but you need to improve your summarising skill and reduce the number of errors.

Lecturer's signature: _____

afk

Date: _____

9/12/2019



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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 THE MOST IMPORTANT~~

THE CHOCOLATE IS THE MOST IMPORTANT
DESERT IN THE WORLD. IN 2001 ONE OF
PRODUCTION OF COCOA HAVE AN IDEA TO
~~PRODUCE CHOCOLATE WITH~~ TO MAKE THE ACTION
TO PUT THE SLAVE WORKING FOR CHOCOLATE
PRODUCTION. THE GOVERNMENT OF USA TAKE
A ACTION AND MAKE A LAW WHO PRODUCES
A CHOCOLATE TO HAVE A LABEL WITH
"SLAVE LABOUR FREE. ALL THE CHOCOLATE
MAKERS AGREED WITH THE LAW FOR GOVERNMENT

(58)

Lecturer's comments: you need to improve your paraphrasing skill & grammar.

Lecturer's signature: _____

Date: _____

11/11/2019



Ex.2. Complete the blanks in such a way that the meaning of the second sentence is as close to the original sentence as possible, using the word in brackets where given. Pay attention to grammar and make sure what you write matches what is already given.

1) There will be a few changes around in the office. (announce)

The boss will be in the office.

2) He doesn't write to me as frequently as I wanted.

I wish _____

3) We were concerned about her health.

We had some advice

4) You weren't careful, so you made so many mistakes. (had)

If _____ so many mistakes.

5) The council cut funding so we could not provide free parking.

Because of _____

6) His proposal was a failure as it was too theoretical. (relied)

His proposal _____

7) It was Mary who stole money.

He accused _____

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

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

The responsibility for _____

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

Lecturer's comments: Please see the comment for Task 1

Lecturer's signature: alt

Date: 11/11/2019

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Student Number: 1909892

Module Code: BMSW40001

Lecture Name: Anita Nan

Academic and Employability Skills

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Introduction

The propose of this raport is to analyses communication, organisations and teamworking skills. This report is about advantage and disadvantage of the mentioned skills.

Communication skills

Definition of communication

Latin “to give, to share” is giving, passing on or exchanging idea and knowledge. Transactional process in which messages are filtered through the perceptions, emotions and experiences of those involved. Communication is any method of contact between two or more people, out of which impressions are made attitudes, are created.

Type of Communication skills

- Listening Communication
Listening is where you are getting and preparing each other type of correspondence someone else, or gathering of individuals, is advancing.

- **Verbal Communication**

Verbal or oral correspondence utilizes expressed words to impart a message. At the point when a great many people consider verbal correspondence, they consider talking, however listening is a similarly significant expertise for this sort of correspondence to be effective. Verbal correspondence is pertinent to a wide scope of circumstances, running from casual office discourses to open talks made to a huge number of individuals.

- Improving your verbal relational abilities can assist you with fostering better associations with your collaborators and keep up an enormous system of contacts that you can approach when vital. Specialists are one gathering of experts that need to consider this region of correspondence, as they must continually meet with new individuals and rapidly convey huge amounts of significant data.

- **Non-Verbal Communication**

Non-verbal correspondence incorporates non-verbal communication, signals, outward appearances, and even stance. Non-verbal correspondence establishes the pace of a discussion and can genuinely undermine the message contained in your words on the off chance that you are not cautious to control it. For instance, slumping and contracting back in your seat during a conference can cause you to appear to be under-certain, which may lead individuals to question the quality of your verbal commitments. Conversely, hanging over a representative's work area and attacking their own space can transform an amicable visit into a forceful showdown that leaves the worker feeling deceived and underestimated.

- **Written Communication**

Composed correspondence is basic for conveying muddled data, for example, measurements or other information that couldn't be effectively imparted through discourse alone. Composed correspondence likewise enables data to be recorded with the goal that it very well may be alluded to sometime soon. While delivering a bit of composed correspondence, particularly one that is probably going to be alluded to again and again, you have to arrange for what you need to state cautiously to guarantee that all the important data is precisely and obviously imparted

Organisation Skills

It is the capacity of a person to utilize their time, vitality and assets accessible in a compelling way to accomplish their objective. To be fruitful in any work, it is fundamental for a person to realize how to meet focuses, to work freely, to organize and get ready for what's to come.

Organization aptitudes are viewed as significant for any worker, yet there are a few, progressively explicit abilities that together give an individual "solid organisational

abilities." Someone with solid authoritative abilities is commonly considered to be able to deal with his obligations through savvy arranging, time advancement, detail direction and prioritization. Your capacity to see an undertaking through easily from early intending to definite finishing will positively be seen in your association.

Making Planning Important

Solid planning aptitudes are firmly identified with solid arranging capacity. They infer that somebody with solid planning abilities makes arranging significant. An individual with great organizational abilities sets out explicit errands for achievement or fruition and approaches those assignments with aim. This is very not quite the same as individuals who need authoritative aptitudes and work without explicit plans, acting even more suddenly. Being a decent organizer, at that point, is critical to having solid authoritative aptitudes.

To improve arranging, spread out the significant advances that will be required to carry an errand to culmination. These will contrast contingent upon the work you do, however may incorporate planning, staffing, working with temporary workers, inquire about and different advances expected to complete things. At that point recognize the sub-undertakings essential for each progression in your venture.

Organize All Your Tasks

Prioritization is fundamental to authoritative abilities. Arranging your exercises is generally trivial on the off chance that you don't organize errands, so you achieve the most significant things first. By organizing, composed individuals get their most significant errands finished first to enhance their creation. Setting needs will likewise help in designating venture costs, as the most elevated need undertakings are the ones that ought to get secure subsidizing.

As a straightforward model: arranging an office gathering to support staff confidence might be a beneficial undertaking, yet it's not liable to have a similar need as refreshing senior administration by getting an advancement report in on schedule. Keep your needs clear.

Time Management is Essential

Time the board is another basic component of hierarchical aptitudes. Utilizing your time is significant inside the setting of association. Truth be told, association is commonly proposed to enable you to get however much cultivated as could reasonably be expected during a specific time period.

Legitimate time the board regularly incorporates the utilization of a scheduler or organizer to diagram gatherings or significant exercises that are to occur on each given day. Sketching out the utilization of your time causes you get the most incentive from it. Arranging should be possible on paper, yet there are additionally phenomenal on the web and programming devices that can help you in time the executives. For enormous ventures including staff in numerous areas, some type of time the executives and task the board programming might be a need.

Team working skills

Functioning admirably in a group implies:

Working with a gathering of individuals to accomplish a mutual objective or result in a compelling manner

- Tuning in to different individuals from the group
- Accepting everybody's thoughts, not simply your own
- Working to benefit the gathering all in all
- Having a state and sharing duty

A fruitful group is one where everybody's one of a kind abilities and qualities help the group accomplish a mutual objective in the best way.

On the off chance that you have great relationship building abilities you'll make a decent cooperative person, and aptitudes like correspondence and having an uplifting demeanour make a group extraordinary.

Cooperation is imperative if people need to function admirably with associates and partners. People will likely need to function as a major aspect of a group in numerous everyday issues; from class undertakings to arranging a birthday party.

The better they work with others, the more effective the group will be in accomplishing their objectives. Representatives frequently need to work together or work with others to finish undertakings and tasks – having cooperation abilities and experience will make it a greatly improved encounter.

Regardless of whether they function admirably without anyone else, utilizing key fundamental abilities such as self-administration, being a cooperative person is an esteemed aptitude for most employments.

The conspicuous method to upgrade your collaboration aptitudes is to be a piece of a group! There are loads of chances to do this in school and instruction. You could take a shot at a class venture two by two or as a gathering. You could join a school sports group, symphony or dramatization creation. You could take an interest in a school-wide philanthropy occasion and urge loved ones to contribute and participate as well.

Building cooperation aptitudes in school will support you:

- Lift your trust in contributing plans to a venture
- Tune in to other people and accept their thoughts
- Have a functioning impact in making a positive vitality and environment during the venture
- Bolster any kindred understudies who need additional help, and take guidance well from group pioneers
- Assume liability for your assignments in a task

An extraordinary method to construct your collaboration abilities is to volunteer for any group tasks and state to yourself "we can do this together."

Approaches to create collaboration aptitudes:

Make a task

Discover chances to work in a gathering. At that point ensure you add to the gathering and help other people to get included.

Join a neighbourhood gathering

Heaps of gatherings run in neighbourhoods a wide range of interests including protection, governmental issues, unique interests and group activities. Engaging in a gathering is an incredible method to manufacture your collaboration aptitudes.

See how to function in a group

Correspondence, arranging, critical thinking and arranging are a portion of the abilities you should create. Work on these abilities and your collaboration aptitudes will improve as well!

Conclusion

In my conclusion I believe that communication is the most important thing we do in our life because we can communicate with everyone in lot of different way. And about organisation I can say the same thing, is very important to be an organised person every where you go and everything you do. Communication and Organisation, we use everywhere, those are tow things that is improving our knowledges in life. One more thing is Team working skills, are a lot of places that we go in our life and wee will be in that situation that wee have to work in a team and is very important for every one to be prepared and to be a good team worker.

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