

ACADEMIC AND EMPLOYABILITY SKILLS

Academic report about my
academic and employability skills

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Module code: BMSW4001

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1 ABSTRACT OR SUMMARY

The next report presents an analysis and some activities where shown my development in relation with my academic and employability skills learned at the first part in this term.

Also, I will explain the definitions of relevant and kind of skills we have learned in class.

In my method section I include exercises which was made in class where in one of those I have related with my actual job where I am applying these tools.

In addition, I have included some articles relating my employment area and relevant information about my place of work.

Besides I have written some weaknesses I have found to write this report and also some topics where I had difficult to understand.

2 INTRODUCTION

The present assessment is looking to evaluate the knowledge learned for students during the first academic term as well as to give some information about our career and to probe this through some articles how demand is nowadays. The other purpose of this subject is give an appropriately academic report where I am going to analyse my academic and employability skills by referring to in-class exercises and published literature such as articles, internet or some books, as well I will include scanned copies of in class-exercises and the feedback I have received in the form of the appendix.

We have learned in class about different skills which have been defined as: First of all, I will start with the meaning of skills which is the person's ability or activity to do something properly and easy.

There are several skills such as:

- **Adaptive skills:** help us to manage, form attitudes, govern over interpersonal interactions and determine how we cope ourselves.
- **Academic skills:** the ability we have developed to use in our studies.
- **Transferrable skills:** the knowledge we have learned thanks some experiences for example through our work, studies or personal experience.
- **Job related skills:** the ability to allow people get employ because have the specific characteristics the company is looking for. These skills can be getting from school others can be learned at the same job.

Academic Skills include: writing, reflective and creative thinking, critical analysis, research skills, referencing skills.

Employability skills include: teamwork, problem solving, oral communication, adaptability, collaboration, resource management, technology use.

In my personal academic and employability skills I have mentioned before these are which I am using at my job and my studies.

3 METHODOLOGY

In this section I explain about how I have carried out my enquiry, first of all I am writing this report as part of my assessment correspondent to the term 1 to carry out this I use different methods to search the specific information I need as for example I will take reading from internet and some books avoiding plagiarism which it's one of the most important points of this project trying to show the best of my knowledge also include in my assessment.

The form I will take for my enquires as I mentioned in the last paragraphs will be internet resources such a google as a website method and also I will continue exploring at some books because this was required as part of our work as well as an articles where show about my interesting career and articles where will give the information I am needing to collect all the main points I am looking for my essay. Also, I have to review my class exercise discussion which personally I think there are the most significant aspects because were took as part of the explanation by first-hand with our lecturer.

The measurement I have taken to make this it's to be careful when I am reading each article with which is related with my research because I have to be sure the information given is authentic.

All the subject I will chose are all of those that have to do with the module which is Academic and Employability Skills and as well all the topic which our assessment requires as for example about skills.

In class exercises include:

3.1 SWOT: it means the strength, weaknesses, opportunities and threats analysis of each person.

3.2 Daily: organisation and time management about activities you are doing every day in a specific time.

3.3 Summarising: give the most important ideas about something or someone explaining in short words and it has not to be too long.

3.4 Report: is an information given in an official document using some investigation methods.

3.5 Paraphrasing: it is to pass the information I have read and then put the same but in my own words.

4 RESULTS OR FINDINGS

The exercises I have mentioned before reflects in the next

SWOT

STRENGTHS	WEAKNESSES
My deal to grow up as a professional Patient and careful Enthusiastic Committed with my studies	Not experience at the university Not creative enough English is not my first language Writing essays Indecisive Very busy
OPPORTUNITIES	THREATS
New career decision New challenges/ skills Experience in different environment More autonomy Improve my English I will have lectures who can help me	Manage time to complete everything There are people with more ideas and experience than me I am not a good team leader Political and economic effects

DIALY

ACTIVITY	TIME REQUIRED	PRIORITY	TIME	ACTIVITY
Get ready for job	45 minutes	important	6:00 am	Wake up
Dress my son	10 minutes	Important	7:00 am	Wake up my son
Take tube	15 minutes	Important	8:00 am	Take tube to go work
Take delivery	30 minutes	Important	9:00 am	Organize delivery
Prepare fridges	10 minutes	Important	10:00 am	Fill up drinks and snacks
Start to take sushi	30 minutes	Important	11:00 am	Fill up fridges with sushi
Customer service	All work's hours	Important	12:00 am	Serve hot food
Check customer bin	5 minutes	Important	13:00 pm	Change the bin bag
Customer service	All time	Important	14:00 pm	Serve hot food
Time out	5 minutes	Important	15:00 pm	Take my lunch
Organize home	50 minutes	Important	16:00 pm	Prepare dinner
Collect my son	10 minutes	Important	17:00 pm	Go to the park
Go home	30 minutes	Important	18:00 pm	Prepare washing machine
Take a shower	35 minutes	important	19:00 pm	Hang out the washing

This is the exercise mentioned before about paraphrasing.

Class 68

Name: Hirao Tappata

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 tolerate, 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 vale la pena.
 - 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 Three quarters - 3/4 - 75% of all homeless people do not like homeless shelters and refugio prefer to live as they do now.
Three quarters of homeless wants to live as they do now instead to have a shelters
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
according to a city paper -
Bonny said a bear had attacked him, which his aunt found it unbelievable
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
All people who were in Mojave Desert should have a lot of water supply
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
in 1932
forty eight million of acres were taken away for Native Americans
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.
in 1887
board of trustees. Di dei comisarios, el administrador
The president nominated a woman to manage the department where the administration approved very fast.

5 DISCUSSION

First of all after I have analysed each topic now I can interpret the results from the information I have collected as for example understanding the meaning of academic skills and their different kinds there are so now I can understand how I can use it at my place of work as well as in my studies so I have learned the importance of each one.

Secondly as some evidence provided about one of the activities shown in part 4.1, I could have difficulty to manage my time to complete all my duties at my place of work as well as with my studies but if I analyse this exercise I am capable to manage properly my time management so as part of one of the important which belongs as part of academic, or job related skills it is a good indicator I am applying some topics learned at class. To sum up it shows my direct effort to maximise my commitment to achieve my expenditure of time and energy so obviously I am not having time wastage which was one of things we spoke in class as part of the basic time management.

Our lecturer gave us information about another daily time management which is divided in different sections such as **important** and **not important** which are separate by **urgent** and **not urgent** so it has helped me to differentiate I have to prioritize some activities I am doing daily or some activities I will do it in the future to give it the necessary importance to the principal duties in my studies, in my place of work and in my personal life.

In addition one of the things I found a little difficult was paraphrasing but it has to be improved by me because I am finding some struggles to find synonyms to give a text the same meaning but using my own words however the class exercises were not as bad as I was thinking as you can see in the evidence I will provide later.

Another important point was study about SWOT, this has been one of the things at the beginning I found difficult to understand because I never studied this topic however now I know how useful it can be to myself for later apply to my studies or work

To continue explaining about my academic or employability skills I will explain some different topics we have discussed in class as for example skills for effective learning which include:

Research skills

Referencing skills

Writing skills

Critical analysis

Memory.

All of these are going and already are being used in this report to be completed. So for example research skills I am using to find all the information I have to include here, referencing skills is about to show where I have taken some articles, writing skills one of the most important because it means the most relevant work trying to write properly and finally one of the points is give a critical analysis to conclude which you will read it at the end of this report.

One of the other problem I am having to write this report is referencing because I cannot completely understand how to write in a properly order the sources where I have taken the information so maybe you will see my mistakes at the end even though I will try to do the best kind of possible however I know I must continue working and studying to understand completely how I should cite different sources. As we know there are two forms of cite referencing so the part, I have to practice more is the large form.

To continue and to explaining about SWOT in relation with my job I could say my strengths are the followings: I am a good worker, patient, careful, well educated, committed with my duties, all of these are helping to me to do properly duties required for my company.

Weaknesses I don't have experience to deal with people face to face, English is not my first language, also I didn't have experience with a similar job, work under pressure.

Opportunities as all new challenges will give me, first of all experience to deal with people face to face which means to get knowledge with customer service so at the same time I am learning new skills and getting more autonomy as well as

improving my English, finally I have people who are available to help me to understand everything I need to complete all my responsibilities.

Threats: as in my example given before the difficult is manage time, there are people with more experience than me in this sector.

Putting in practice all of this with the recommendations given by our lecturer about SWOT I am developing and improving some new and existing abilities.

Actually, I am working at Wasabi shop as floor team member which belongs to the hospitality world but in a future, I would like to be working at Human Resources Management so I am going to focus in give some information with examples taken from different articles in relation with this.

As a part of Wasabi shop as they mention in their website they are a company who has a roll for everyone don't mind the skill level but for them is essential you are a hardworking and enthusiastic, a good customer service, ability to work under pressure as well as to give support to the branch kitchen team. **(Wasabi Co.Ltd 2019)**

To analyse this topic in relation with this subject and with the different tittles we have studied we can see how important skills are to be taken at our place of work so it's important to understand properly about how we can improve or develop any ability.

To continue writing my report I will add some information in relation with my future career I would like to take after finish my university studies, as I have mentioned before I would like to be part of Human Resources Management so next I will give some information about this kind of employment.

I will start explaining about Human Resources Management: first of all, human resources are employers who works in a company to manage their duties. Also, this department is who have to plan some strategies and at the same time they provide help to other departments in a company, so it is an important and exciting campus in relation with business.

In addition, they have to develop their employers giving motivation to work better besides of analyses the place of work, define the position, get proper professional profile for then start with recruitment and staff's selection.

We have understood the meaning of skills but now I will name the important required for human resources management which are the followings:

- Leadership
- Ability to incentive employers
- Good communication skills
- Ability to create a good teamwork
- Help to evolve employers
- Be able to communicate with all company's members
- Good ability to negotiate.

There are several demand for HHRR position and through Job Today application I found a relevant available job in London, South East England which describes as full time, obviously I will need to apply and pass some interviews to be accepted as part of the duties they describes they are looking for maintaining the organisation's staff as well as to evaluate candidates, prepare new employers, team management and others as we can see all of these things have relation with the explanation and some examples I gave before in my last paragraphs.

6 CONCLUSIONS AND RECOMMENDATIONS

To conclude with this report, I would like to say I have learned many things as part of the subject as for instance I would like name to drawn together mains issues such as SWOT, daily, summarising, report and paraphrasing also the definition of each one and I will put in practice to my life.

As part of the recommendations I think it has to be given just to myself because I have to continue working to improve some topics I have mentioned before.

On the other hand, our lecture gave us all the necessary information to complete with this report, so I don't think it need some recommendation.

7 REFERENCES

The information given to describe the first parts were taken from the classes received for our lecturer.

Wasabi Co. Ltd 2019 Floor team member,

Available at: <https://wasabi.uk.com/vacancies/job/floor-team-member-27/>

(Accessed: 3rd December 2019, 15:03)

Mondy, R and Noe, Robert, M (2005) Administración de recursos humanos

Soledad, L.B and Eugenio, R.O, *Operaciones administrativas de recursos humanos* MC Graw Hill Education.

Business school 2019 *habilidades y competencias del profesional de RRHH*

Available at <https://blogs.imf-formacion.com/blog/recursos-humanos/capital-humano/habilidades-y-competencias-del-profesional-de-rrhh/>

(accessed: 3rd December 2019, 16:00)

8 APPENDICES

In this section I attached relevant exercises done in class.



Academic and Employability Skills – BMSW4001 Term 1

In-class exercise 1: Paraphrasing (Oct 2019)

Student Name: Myriam Tanyuanta Student ID: 1909629
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 associated with love or as part of the events as well as it was considered an expensive pleasure. Eighteen years ago, Ivory Coast looked involved with child's work hard in cocoa's production where some companies were impacted, consumers and government as well. The USA approved a statute who demands to create levels to let companies show that their chocolate was made unforced work to tag their chocolate "work without slavery". The chocolate industry is concern with the international agreement which let their demonstrate the chocolate manufacturer 4 years to stop the cruel practices.

Lecturer's comments: a good use of techniques ✓

However, now you need to build your vocabulary and grammar!

Lecturer's signature: [Signature] Date: 21.10.19

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)
The boss ^{would be} ~~announced~~ there are some changes around in the office.
- 2) He doesn't write to me as frequently as I wanted.
I wish ^{write} ~~he writes to me more than he does~~
- 3) We were concerned about her health.
We had some ~~worries~~ about her physical condition
- 4) You weren't careful, so you made so many mistakes. (had)
g. If ~~you had more careful~~ you weren't made so many mistakes.
- 5) The council cut funding so we could not provide free parking.
Because of ~~council funding was cut~~ our free parking could not be providing ^{ed}
- 6) His proposal was a failure as it was too theoretical. (relied) ~~he~~ ^{relied} ~~on~~ ^{on} ~~radio~~
x His proposal ~~was not success~~ because it was too conceptual.
- 7) It was Mary who stole money. ^{of} ~~steals~~
He accused ~~Mary because she stole his money.~~
- 8) He seems well-educated. However, he's not very bright. (although)
Although he looks brainy he is not very clever.
- 9) Universities place the ^{large} ~~burden~~ of understanding plagiarism and attribution conventions on students.
The responsibility for ~~universities~~ ^{are} ~~not~~ ^{let} ~~students~~ ^{to} ~~copy~~ ^{and} ~~attribution~~ ^{conventions}
- 10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)
The third part of adolescents who already have a baby, have their second baby when the first is two years old.

Lecturer's comments:

- a good effort.
- check grammar ✓

Lecturer's signature:

Date: 21.11.19

Student Name: Myriam Tappunta Student ID/Group: 1409629 6.8

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 deficiencies; 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: _____

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.

A lot of people want to become a good leader but there are too many candidates who aspire this position and this is the reason why sometimes there are a crowded demand. When people want to arrive to the goals they have to be focus and manage properly to be a self-leadership. It has to be taken seriously as a big responsibility. We need to think how we are going to succeed and also to be able to resolve any issues we will have because when we take the control sometimes we are in a situation which is different than our expectations. In this case Sudman had his first meeting as a leadership but he couldn't answer a question made by an employee.

Months later Sudman was trying to be a good leadership and he realized in their job there were a lot of people with lots of duties but they were needing more time so they couldn't prioritize their ideas to complete a job.

After all Sudman found a solution to leadership about how manage better through a philosopher called Marcus Aurelius so he could take an orientation to become a mastering self-leadership.

He describes we should focus on our problems because leaders has to manage their disadvantages and defects and spend a few minutes to think how we will manage challenges. He did some questions to himself to compare how he was before, how he take challenges now and what he can do to sort out from others.

Doesn't matter the situation we always will have issues to manage with other people. Nowadays my frustration is do my assessments which I'll manage properly to finish early.

Lecturer's comments: _____

Lecturer's signature: _____ Date: _____