UNIVERSITY OF WALES
Trinity Saint David
LONDON

Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 2: Summarising (Oct 2019)

Student Name: MARIANA, EMILIA, STANCIU **Student ID/Group:** 1905361 G5

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:** 9/12/19

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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.

To be a great leader on to the top position, with good intention, and if you want to succeed devote some time and energy seeing a leader is like being a parent. all these rosy visions, how incredible going to be we'll sidestep the mistak, to assume the role doesn't math our expectation.

Sudjman realized all leaders from improving, leaders have to much to do and not enough time; position of power causes them a lot of problem
Sudjman found classic leadership problem
Marcus Aurelius emperor and Stoic philosopher spending his time to learn and guide others
Sudjman found orientation tremendusly helpful
leader need to know of the biases, predilection and weaknesses.
no matter how much preparation and reflection you put in it

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Lecturer's comments: You have included some of the key points but what about controlling emotions through 'reflection'?

Lecturer's signature: [signature] Date: 12/12/19

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Academic and Employability Skills (ACE) – term 1
BMSW4001
In-class exercise 1: Paraphrasing - RESIT

65

Student Name: MARIANA-EMILIA-STANCIU **Student ID/Group:** 1905361.

Please make sure to fill the above correctly to enable us to email you the results.

Time allocated: 1 hour. *Please return your paper to the lecturer upon completion. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1.*

Ex.1

Write a paraphrase of the following passage

Successful leaders are able to meaningfully communicate with others. Steve Jobs inspired his employees to strive for perfect hardware products. Jack Welch mentored the senior leadership team of GE to new heights. Jeff Bezos is known for articulating the Amazon ethos clearly to employees and the world. How can you improve your communication skills in order to become a more effective leader? One study found that nonverbal communication accounted for 55 percent of how an audience perceived a presenter. That means that the majority of what you say is communicated not through words, but through physical cues. As with most leadership skills, receiving honest feedback from peers, managers and members of your team is critical to becoming a better communicator. If you regularly solicit feedback, others will help you to discover areas for improvement that you might have otherwise overlooked.

A successful leaders are able to meaningfully communicate with others.

Steve Jobs is a leaders who inspire his employees for perfect hardware product.

To improve communication skills to become a effective leader. One study found, nonverbal communication The majority of people is not communicate through words. Most leadership skills receiving feedback of team to becoming a better communicator. If leaders regularly solicit feedback and other will help to discover areas for improvement they need.

Some good ideas but you need to improve your paraphrasing skill & reduce the number of errors.

Lecturer's signature: [signature] Date: 16/12/2019

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Academic and Employability Skills (ACE) – term 1
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In-class exercise 1: Paraphrasing - RESIT

Lecturer's signature: _____ **Date:** 16/12/2019

Ex.2. Decide whether the paraphrased passages are acceptable or unacceptable by circling thes correct answer and briefly explain why.

Original Source: Nobody called him Abe--at least not to his face--because he loathed the nickname. It did not befit a respected professional who'd struggled hard to overcome the limitations of his frontier background. Frankly Lincoln enjoyed his status as a lawyer and politician, and he liked money, too, and used it to measure his worth. By the 1850's, thanks to a combination of talent and sheer hard work, Lincoln was a man of substantial wealth. He had an annual income of around $5,000--the equivalent of many times that today--and large financial and real-estate investments.
From: Oates, Stephen B. Our Fiery Trial: Abraham Lincoln, John Brown, and the Civil War Era. Amherst, MA: University of Massachusetts Press, 1979. p. 65

Paraphrase 1 - acceptable / unacceptable
Reason: Frankly Lincoln was a lawyer and politician who struggled

No one used Lincoln's nickname, Abe, because he detested it. It didn't go with a lawyer and politician who had worked to get away from the restrictions of his country heritage. Lincoln liked his new position, and his wealth, and used it to gauge his status. By mid-century, his skill and labor had made him a fairly wealthy man. He had a yearly income of approximately $5,000 - equal to several times that now - and hefty business and land commitments.

Paraphrase 2 - acceptable / unacceptable
Reason: Lincoln liked his new position. X

By the middle of the century, Lincoln enjoyed life as a well-respected lawyer and politician, having acquired a position of status and wealth that was well removed from his early "frontier background". He now was bringing in $5,000 a year (this translates to $87,500 in 1997 dollars [Derks, 2]), and had substantial "financial and real estate investments". As a consequence, he disliked being called Abe because of its association with his rural heritage. (Oates, p.65)

Paraphrase 3 - acceptable / unacceptable
Reason: It is about Lincoln work hard. ✓

When we think of Abraham Lincoln, the image of a wealthy lawyer is not the first that comes to mind. A man, who worked hard, struggled and came from a less than ideal background is often the picture we invoke. However, it is an incomplete portrait. Mr. Lincoln was successful both professionally and financially even by today's standards. (Oates, p.65)

Lecturer's signature: _____ **Date:** 16/12/2019