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Academic and Employability Skills (BMSW4001)

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INTRODUCTION

In real life wherever you go, you will learn something new, at the same time you realize your mistakes which you can learn from it. Increasing your knowledge and abilities from each organization or sectors that you have been to, will help you to make the best version of you.

Sometimes we jump from one job to another whenever we encounter something that we are not agreed on, and then we move to another looking for a better career. So, then we should be prepared and have those essential qualifications in order to succeed with our employability skills.

EMPLOYABILITY SKILLS

The term employability skills, refers the ability of the person. Employers usually look your skills rather than your qualifications.

There are two main skills that we have: soft skills and hard skills

HARD SKILLS

Hard skills is learnable or a setoff skill that can recognise easily. Mostly you have learned this from your school like for example your digital skills, diploma, or your own culture background such your own language. ([Doyle, 2020](#))

SOFT SKILLS

Soft skills are more likely harder to identify or to prove by simply saying that you have those skills. This is like your own personal skills.

TRANSFERABLE SKILLS

Transferable skills are those ability that can transmit to one job to another. Most of the time these skills are already with possessed with you. This must like the way you are organized, the way you adapt to the organization, to work as one team and many more that the employers are looking for to be a strong candidate. ([Indeed.com, 2020](#))

Some common skills that employers are looking for are these:

1. COMMUNICATION SKILLS

This is the ability to transfer information or one individual effectively; this means that the message was understood. This can be verbal, non-verbal or listening

-Verbal: Used words by speaking or writing

-Non verbal: Communication without using any words but using body languages.

-Listening: This is how we received the messages verbally or none verbally providing them a feedback.

Communication skills are very important, for example before you have got hired from a job, you must pass the interview, in order to succeed on it, you must have your speaking skills or your body language where they are going to evaluate you.

2. TIME MANAGEMENT AND ORGANIZATION

Managing time is very important, especially when you have to arrive on time at your workplace, and when you have to submit your reports to your university or job before deadlines. knowing how to manage your time is being organized.

3. TEAM WORKING

This is very important in every organization, working as one team effectively can reach the goal of an organization.

MY TIME MANAGEMENT

What is time management? Is to control time and things to do, to succeed on managing the time, is very important to be organized. The way to be successful to this is to plan ahead of time, anticipate, prioritise what is need first, delegate and control your surroundings.

You have to understand yourself and identify what is need to be change about your hobbies, attitude or your usual chores.

Me for example, I can consider myself a very busy person. I have two kids, one is two years old and one is four. The eldest one goes to nursery but the small one stays at home. I have to go to work to provide food to my family as I go to university to finish my studies.

My day starts by waking up with the alarm, preparing self to go to work and have breakfast, I need to exactly manage my time so I will not be late at work, that means that I need to calculate how long to get to the bus stop and how long is my travel duration in order not to be late. Then after work, I have to get home on time because my husband is the one who is taking care of my small daughter while the other one is at school, so he as well he has to organize is own time. After that I have to pick up my child at school together with the small one. When we arrived at home I prepare the dinner, clean and do some laundries, after feeding them, I take them a shower and put them to bed.

My day is nearly end, but I need to put some time for my studies, the only time I can do it properly is when they are sleeping. Sometimes when my husband is free, I take the opportunity to start doing my assignments, so then I won't run out of time.

It is a daily struggle to me, people sometimes ask me how can I do it? For me my answer is to be organized and know how to control, plan and manage your time.

MY OWN ACADEMIC SKILLS

Academic skills are the aspects learned by students in the school or university.

I left school almost five years ago, academically I have finished my secondary school or high school diploma. In early year of school, I have learned the basic knowledge like writing, reading and listening, but ever since I started this course, I have started to learn more like how to start to write an appropriate introduction, conclusion, essay, reports, and presentations.

Especially on my writing skills and the way I want to express myself are getting better since I started this course. I have learned how to do paraphrasing, summarising and how to avoid plagiarism to improve my essays. I have learned more about me by analysing my own personality by doing swot analysis and use the personal development plan.

MY OWN EMPLOYABILITY SKILLS

Employability skills are the ability that make yourself employable. This skill can make you more attractive or stronger candidate to an employer or a recruiter.

In my case, how did I get hired from my current job? First, I had to pass the interview, in order to pass it, I needed to answer all their questions. The interview was made between a group of seven people. As I have just moved to UK and new to the language, I was so nervous and feel ashamed of my English as I was the only one with the low level of English, but still I was able to overcome my nervous and my inferior complex feelings. I could deliver my answers properly with a confidence of speaking.

I was hired among all those seven candidates, I thought they would not hired me, but I guess they saw my motivation and my communication skills.

I work in Uniqlo, a Japanese brand retailer. Working in a customer service, is a day by day challenge for everyone, as you have to deal with a customer positively. As of now my current position is a team leader, so then almost all my shifts are spent by the tills dealing all with the customer exchange and refunds. I have to solve their problem whenever they have some complain about the products. With my colleagues I need to control them if they are properly doing their job so then we have to communicate to each other time by time.

Weekends and Christmas season are really busy so we have to increase efficiency to meet our deadlines as we have to try to achieve our standard one minute and thirty seconds on serving the customer on tills. We have to overcome all those pressure and work as one team to be successful.

MY PERSONAL SWOT ANALYSIS

What does it mean SWOT? It means S=STRENGTHS, W=WEAKNESS,
O=OPPORTUNITIES and T=THREATS

STRENGTHS

One of my strengths is being well organized, because you can face any obstacles as long you are physically and mentally organized.

I am a fast learner, a seeker for more knowledge.

Very responsible. Fulfilling my duties and as well taking initiative to do things right.

WEAKNESS

My negative habits are to criticize others people work like thinking the I can do better than him/her which is one of the biggest problems on a workplace.

In my background education has to improve my writing skills and listening skills.

Other people might see me like bossy, because I do not know how to express myself properly.

OPPORTUNITIES

In my workplace have always been looking for supervisors, the personal growth of the career is easy but always have to pass the exam.

When there are new store openings specially in other city, the could transfer you and have the possibility to cover mostly all of your living cost.

Studying further after this course will increase the part of my academic skills

There are many job vacancies that can pay higher than my current company, because they hire people with previous skills.

THREATS

To be promoted, they usually select person that can rely on whenever they want do some changes of shifts or do more hours than usual. Being a part-timer has a less opportunity to get promoted.

Sometimes we are really short of people as a result of the accumulated and massive jobs left to do every day, this is not motivating me to do overtime.

One of my obligations is my kids, because they are still young and it could slow down my career growth but can possibly still overcome whenever they are growing.

MY PERSONAL DEVELOPMENT PLAN

SECTION1.- MY GOAL

I would like to be promoted as a supervisor within three to six months.

I would like to finish this course and continue further within the next two years.

I would like to buy my own house and to settle here.

SECTION 2. -SKILLS AND KNOWLEDGE TO BE LEARNED

I would like to learn more English by improving my writing/speaking within three to six months.

I would like to learn more about digital skills.

I would like to learn more about managing enterprise.

SECTION 3. -NEXT STEPS

By practising writing essays or reports can improve my English.

By continuing to study technology can overcome my lack of digital skills.

By choosing business management course can learn about more managing enterprise.

SECTION 4.- RESOURCES

I would need time and money to continue my studies, money can get it by working and by student loan.

SECTION 5.- TIME SCHEDULE

Managing my time and planning all my schedules is very important especially when you have children like me, I have to organize my daily schedule together with my husband.

I will start now as time is gold, we cannot waste time.

I would expect to finish no more than 4 years all my goals.

CONCLUSION

As I acknowledge my strengths, I know that I would be able to surpass my weaknesses as I learn increasingly my knowledge and abilities. No one could be a teacher without being having been a student.

Everything can be learned, just show some motivation on learning and surpass all the challenges that you are facing in life.

We should be an open minded in new ideas, most of all, in sectors that can teach us the appropriate and correct way to do the task. Having the opportunity to have a job and a help from the government to continue my studies will help me to fulfil my goals.

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APPENDICES

Sentence Structure Exercise

NAME of STUDENT: Denise Castro Module, Term and Group _____

1. mother strangers me speak to not my told to.

My mother told me not to speak ^{to} ~~with~~ strangers

2. boy bicycle ride not a could the.

The boy could not ride the bicycle

3. college yesterday went I to work after.

I went to college after work yesterday

4. is city than bigger London a Bucharest.

~~London city is bigger~~
London is a city bigger than Bucharest

5. married years after man got woman and the five.

Man and woman got married after five years

6. young when grandmother I every was my holiday used visit to I

When I was young I used to visit my grandmother
every holiday

7. John farmer's the and friend chicken his stole

~~John Farmer's stole his friend chicken~~
The farmer's friend John stole his chicken

8. finish open want shop university I after I coffee to want a

I want to open a coffee shop after I finish university

Class Tutor's Signature: _____ Date _____

(Continued)

Item number	Item	Score
		3
4.	I get annoyed when I have to wait for others to come to pre-arranged meetings	4
5.	I find doing many things at the same time very easy	0
6.	I think I need someone else to help organise my life: I always forget what I should be doing or who I should be meeting	2
7.	I have been known to lose my keys or my bags quite regularly	2
8.	I have and use a diary	3
9.	I find waiting for others or waiting for events to start really frustrating: why should I waste time waiting?	5
10.	I often plan ahead and think through carefully every possible outcome	5
11.	I know what I am doing tomorrow	3
12.	I find there is nothing wrong with the excitement of doing everything at the last minute	3
13.	If I find something hard, I will try and overcome the difficulties myself rather than ask for help	3
14.	I 'live for the moment': tomorrow is another day which will take care of itself	3
15.	I am not good at motivating myself over a long time for long projects	2
16.	I need others to help me know where I should be and when	2
17.	I find it easy to say 'no' to people who invite me for a meal when I have something more important to do	3
18.	I probably spend too much time watching TV, playing computer games or chatting to friends online	4
19.	I am used to using electronic 'tools' (iPhone, Galaxy Tab, PC, etc.) to organise my life	4
20.	I keep a record of things I need to do each day, and tick them off as they get completed	2
21.	I believe that only the very best work will do: I need to be proud of what I have done	5
22.	I find it easy to begin assignments and essays	4
23.	I have all my lecture notes in a pile on my desk or on the floor (or similar)	4
24.	I am clear about my goals for this year of study	5
25.	I think that studying does not usually take that much time: I have got just a few hours of lectures and tutorials each week	5
26.	I have never had two appointments clashing at the same time	3

An interactive version of this test along with answers, comments and thoughts about these questions can be found on the companion website for this book at <https://study.sagepub.com/morgan>.

<https://study.sagepub.com/morgan>

Class _____

Name: Denise Castro

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 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.
75% of Beggars do not like warming center and want to live from the streets as local newspaper stated.
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
It was unbelievable when Ronny told his aunt that he was bitten by a bear.
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
Whoever drives in the Mojave Deserts must always have a stock of water.
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
By 1932's 90 million acres was conquered by British of the 138 million acres of Native Americans.
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.
The board of members decided to approved the position of president head of department, a woman by nominated by the president.