

ACADEMIC AND EMPLOYABILITY SKILLS

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MODULE CODE BMSW001

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INTRODUCTION

EMPLOYABILITY SKILLS IS DEFINED AS A TRANSFERABLE SKILLS NEEDED BY AN PERSON TO MAKE THEM EMPLOYABLE.EMPLOYABILITY IS IMPORTANT AND DEPENDS ON OUR KNOWLEDGE,SKILLS AND PERSPECTIVES,HOW TO USE THIS BENEFITS AND HOW WE SHOW THEM TO EMPLOYERS..EMPLOYABILITY SKILLS IS MEANS A SET OF NECESSARY ABILITIES THAT DEMAND THE DEVELOPMENT OF A KNOWLEDGE BASE,EXPERTISE LEVEL AND ATTITUDE THAT IS PROGRESSIVELY REQUIRED FOR SUCCES IN THE WORKPLACE.EMPLOYABILITY SKILLS ARE USUALY CONSIDERED IMPORTANT QUALIFICATIONS FOR ALL JOB POSITION AND CONSEQUENTLY HAVE BECOME NECESSARY FOR A INDIVIDUALS EMPLOYMENT AT EQUITABLE AT ANY LEVEL WITHIN A BUSSINESS TERRITORY.OUR EMPLOYABILITY SKILLS ARE DEFINED AS „THE CAPABILITY OF GETTING AND KEEPING SATISFACTORY WORK”.IS A SET OF ACQUIREMENT,KNOWLEDGE AND PERSONAL FEATURE THAT MAKE INDIVIDUALS MORE PLAUSIBLE TO OBTAIN EMPLOYMENT AND TO BE SUCCESSFUL IN EVERY OCUPATION.PETER KNIGHT AND MANTZ YORKE(HEFCE/DfES ESECT group.)

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THE MOST IMPORTANT EMPLOYABILITY SKILLS ARE :

GETTING ALONG WITH AND WORKING WELL WITH OTHER PEOPLE THIS COULD BE COMMUNICATION SKILLS AND OTHER INTERPERSONAL SKILLS.

BEING RELIABLE AND DEPENDABLE:DOING WHAT YOU SAY .

A WILLINGNESS TO LEARN A NEW SKILLS .

WORKING WELL WITH OTHER PEOPLE

THIS SKILLS DEMAND TO WORK GOOD WITH OTHER PEOPLE IS A INTERPERSONAL SKILLS.A GOOD INTERPERSONAL SKILLS ADMIT TO PARTICIPATE PRODUCTIVELY AS A MEMBER OF A TEAM,TO SATISFY ALL THE CUSTOMERS ,TO MAKE DECISIONS AND SOLVE PROBLEMS WITH OTHER PERSON .THIS INTERPERSONAL SKILLS ADMIT TO US TO UNDESTAND AND TO BUILD RAPORT WITH THE CLIENTS AND COLLEAGUES LEADING A MORE SATISFACTORY AND NOT SO MUCH STRESSFUL WORKING TERRITORY.

COMMUNICATION SKILLS

THIS SKILL DEMAND TO SEND AND RECEIVE MESSAGES CORECTLY TO AND FROM OTHER PEOPLE BY SPEAKING OR IN WRITING ,WITHOUTH MISUNDERSTANDINGS.THERE ARE FEW TYPES OF COMMUNICATION .NON-VERBAL COMMUNICATION OR WHAT WE COMMUNICATE WITHOUT WORDS SUCH A BODY LANGUAGE,TONE OF THE VOICE .LISTENING HOW WE TAKE IN AND THEN UNDESTAND THE VERBAL AND NON-VERBAL MESSAGES SENT BY THE OTHER PEOPLE INCLUDING IN WRITING.

EMOTIONAL INTELLIGENCE IS CAPACITY TO INTENTIFY ,UNDESTAND AND ORGANIZE YOUR OWN AND OTHER'S EMOTIONS AND HOW TO USE THEM CONFIDENTLY TO REACH THE DESIRED RESULT.

TEAMWORKING

TEAMWORKING IS CAPABILITY TO WORK WITH OTHER PEOPLE IN GROUPS AND TEAMS,BOTH FORMAL AND INFORMAL.THE TEAMWORK IS AN IMPORTANT ABILITY TO FUNCTION WELL IN GROUP IN THE MANY JOBS.TEAMWORKING IS A PROCESS THAT BRING A GROUP OF PEOPLE TO WORK TOGHETHER TO REACH A TARGET.TEAMWORK SKILLS IS IMPORTANT TO SUCCES AT WORK IN EVERY INDUSTRY OR JOB TITLE.WE KNOW FEW EXAMPLES OF TEAMWORK SKILLS:RESPONSIBILITY ,HONESTY,ACTIVE LISTENING,EMPHATY,COLLABORATION,AWARNES.THERE ARE FIVE FUNCTIONS AN EFFECTIVE TEAM:TRUST,CONFLICT,COMMITMENT,ACCOUNTABILITY AND FOCUSING ON RESULTS.EVERY TEAM SHOULD HAVE EIGHT CORE VALUES :WE ARE

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CHALLENGES,WE ARE PASSIONATE ABOUTOUR WORK,WE ARE ENVISION BIG AND START SMALL,WE ARE GENEROUS GIVERS NOT SELFING-SERVING TAKERS,WE CAN DO A LOT MORE BY DOING LESS ,BETTER AND FASTER,WE WILL LAUGH HARD,LOUD AND OFTEN,GROUTH AND LEARNING IS IN OUR DNA.EXAMPLES OF GOOD TEAM GOALS :BOOST WORK PERFORMANCE,FINISH PROJECT ON TIME,INCREASE STATUS,WIN BACK WHAT HAS BEEN LOST,EXPLORE INDIVIDUAL TALENTS ,STRENGHTEN RELATIONSHIP.

SELF-MANAGEMENT

MANAGEMENT BY ONESELF TO ONESELF MASTERTREQUIRED-MANAGEMENT IS ABOUT FINDING THE SELF-CONTROL AND MASTERY REQUIRED TO TAKE CONTROL OF WORK.THIS SKILLS ARE THOSEA ATTRIBUTES THAT HELP AN EMPLOYEE TO BE AND FEEL MORE CONSTRUCTIVE IN THE WORKPLACE.EXAMPLES OF SELF-MANAGEMENT KEY PROBLEM SOLVING ,RESISTING STREES,COMMUNICATING CLEARY,MANAGING TIME,STRENGTHENING MEMORY AND EXERCISING OFTEN.SELF-MANAGEMENTIT MEANS THAT A MANAGER SETS THE COMPREHENSIVE DIRECTION OF A PROJECT OR TASK AND EMPLOYEES PERFORM THE ATTRIBUTE WITH MINIM MISTAKES.IN A SELF-MANAGED WORKPLACE WE CONTINUE AN OPEN DOOR POLICY AND EMPLOYEES CONTINUE TO BE INFORMED OF PROBLEMS THEY MEETING.SELF-MANAGEMENT IS A IMPORTANT SKILLS BECAUSE YOU WILL BE MORE EFFICIENTLY AND IT BECOMES EASIER TO WORK.THOSE SKILLS ARE GOOD BECAUSE YOU HAVE THE CHANCE TO WORK BETTER .

PROBLEM SOLVING

PROBLEM SOLVING IS THE PROCES OF FINDING SOLUTIONS TO DIFFICULT OR COMPLEX PROBLEM.PROBLEM SOLVING SKILLS IS MEANS TO OUR ABILITY TO SOLVE PROBLEMS IN AN PRODUCTIVE AND PROMPT MANNER WITHOUT ANY OBSTRUCTION.IT REQUIRED BEING ACCOMPLISHED TO IDENTIFY AND DEFINE THE ISSUE,CAUSE ALTERNATIVE SOLUTIONS ,TO EVALUATE AND CHOOSE THE BEST ALTERNATIVE AND APPLY THE SET SOLUTION.THERE ARE SIX STEPS OF PROBLEM SOLVING:TO DEFINE PROBLEM,TO DETERMINE THE ROOT CAUSES OF THE PROBLEM,TO DEVELOP ALTERNATIVE SOLUTIONS,TO SELECT A SOLUTION,TO IMPLEMENT THE SOLUTION AND TO EVALUATE THE OUTCOME.A PROBLEM SOLVING STRATEGY IS A SCHEME OF ACTION USED TO FIND A SOLUTIONS.FIVE OF THE MOST USUALY PROCESSES AND ELEMENT THAT RESEARCHERS HAVE RECOGNIZE AS BARRIERS TO PROBLEM SOLVING AREVCONFIRMATION BIAS ,MENTAL SET ,FUNCTIONAL FIXEDNESS ,UNNECESSARY CONSTRAINTS AND IRRELEVANT INFORMATION.

PLANNING AND ORGANISING

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PLANNING AND ORGANISING IS A SKILL WHICH HELP TO MANAGE TIME,IMPLEMENT AND METHODS TO GAIN A GOAL.THEY HELP TO SUCCED WHAT YOU NEED TO DO TO REACH YOUR AIMS.PLANNING IS IMPORTANT AT ALL LEVELS IN THE WORKPLACE.WE NEED TO PLAN OUR OWN TASK AND TIME.AN EFFICIENT WORKPLACE MOTIVATE THE WORKERS TO BE PRODUCTIVE ,TO DECREASE WORK-RELATED STRESS AND SAVES TIME .WHEN WE START AN EFFICIENT WORKPLACE WE START STRUCTURE.THERE ARE MANY WAYS THAT COMPANY CAN HELP THINGS IN THE WORKPLACE.WHEN SET UP YOUR WORK YOU NEED TO :MAKE YOUR TO-DO LIST,RANK YOUR TO-DO LIST,NOTE YOUR RESPONSIBILITIES,TO AVOID UNNECESSARY TASK,SET REALISTIC DEADLINES,SET YOUR BREAK TIME AND PUT AWAY DISTRACTIONS.THERE ARE TEN WAYS TO REORGANIZE AND SIMPLIFY:ENLIST HELP,PUT ORGANIZATION ON THE SCHELDULE,GIVE IT A HOME AND A ZONE,DO A SIX MONTH SWITCH,MAKE SURE IMPORTANT ITEMS ARE VISIBLE,KEEP A BOX FOR UNCERTAINTIES,DO NOT PLAN AHEAD AND BUDGET.ELEMENTS OF A TIME MANAGEMENT MINSET :HAVE A CLEAR VISION,KNOW YOUR PRIORITIES,FOCUS ON VALUE,LOSE THE URGENCY ,STOP STRUGGLING,PURGE THE WASTE AND SCHEDULE YOUR ESCAPE.THE CORE PRINCIPLES OF TIME MANAGEMENT :YOU HAVE A HIERARCHY OF NEEDS,IT IS ABOUT EFFECTIVENESS FIRST ,THEN EEEFFICIENCY,TIME MANAGEMENT IS VITAL FOR BUSSINES,IT CAN NOT BE ALL WORK AND TIME MANAGEMENT AND MOTIVATION FEED OFF EACH OTHER.

LEARNING

LEARNING IS THE PROCESS OF AQUIRING NEW OR CHANGING EXISTING ,KNOWLEDGE ,BEHAVIORS ,SKILLS ,VALUES OR PREFERENCES.THE CAPABILITY TO LEARN IS CONSUMED BY HUMANS ,ANIMALS AND SOME MACHINES .THERE ARE THREE BASIC TYPES OF LEARNING STYLES ARE VISUAL AUDITORY AND KINESTHETIC.THIS TYPES OF LEARNING RESPONDS BEST TO A DISTINCTIVE METHOD OF TEACHING.ABILITY TO LEARN IS THE MOST PROMINENT HUMAN CHARACTERISTICS.LEARNING ARRISE REGULARY A PERSONS LIFETIME.TO UNDERSTAND HOW PEOPLE LEARN IT IS IMPORTANT TO UNDERSTAND WHAT IS HAPPEN TO THE PERSON ALL ALONG THE PROCESS.KNOWLEDGE OF THE GENERIC DISTINCTIVE OF LEARNING HELP.IF LEARNING IS A DIFFERENCE IN ACT AS A RESULT OF EXPERIENCE ,THEN PREPARATION MUST COMBINE A CAREFUL AND EFFICIENT CREATION OF THIS EXPERIENCES THAT ENCOURAGE LEARNING.

TECHNOLOGY

TECHNOLOGY IS SCIENCE OR KNOWLEDGE PUT INTO PRACTICAL USE TO SOLVE ISSUE OR INVENT USEFUL TOOLS.THERE ARE SIX CATEGORIES OF TECHNOLOGY:CONSTRUCTION ,TRANSPORTATION,ENERGY OR POWER ,COMMUNICATION,MANUFACTURING AND BIO-RELATED.TECHNOLOGY USUALY

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DEMAND A CHARACTERISTIC PIECE OF EQUIPMENT AND THIS EQUIPMENT CAN BE VERY EASY TO USE OR COMPLEX.THERE ARE MANY TYPES OF TECHNOLOGY.ONE TYPE IS MECHANICAL TECHNOLOGY WHICH INCLUDE WHEELS,CAMS,LEVERS,GEARS,BELTS OR ENGINES.ANOTHER TYPE OF TECHNOLOGY IN MODERN LIFE IS ELECTRONIC TECHNOLOGY THAT USES ELECTRIC CIRCUITS TO REACH A GOAL.INDUSTRIAL AND MANUFACTURING TECHNOLOGY IS TECHNOLOGY WITH THE GOAL EACH OF TWO PRODUCING A PRODUCT ON A MASSIVE FUNCTION WHERE THE CLIENTS ARE NOT DIRECTLY PRESENT.MEDICAL TECHNOLOGY IS TECHNOLOGY THAT DELIVER THE AIM OF DIAGNOSING ,TREATING OR PREVENTING DISEASE.THIS INCLUDE MRI SCANNERS WHICH TAKE IMAGES OF THE INSIDE OF HUMAN BODY,VENTILATORS ,OR EVEN DRUGS AND MEDICINES .TECNOLOGY IS IMPORTANT BECAUSE IT MAKES YOU FEEL MORE SAFE WITH ALL THE AREA IN LIFE FOR PERSONAL AND BUSSINES PURPOSES.WHEN THE TECHNOLOGY IS ACCELERATE MANY PERSONS ARE CAPABLE TO HAVE CONNECTION TO SUPPLIES SUCH AS FRESH WATER AND FOOD BECAUSE TECHNOLOGY CAN DELIVER THIS PRODUCTS TO PEOPLE WHEN THEY CAN NOT GET IT.

PARAPHRASING

A PHARAPHRASE IS A REWORDING OF A SENSE OF A TEXT OR PASSAGE USING OTHER WORDS.THIS TERM IS DERIVED VIA LATIN"PARAPHRASIS" FROM GREEK MEANING ANOTHER MANNER OF EXPRESSION.TO PARAPHRASE IS TO COMBINE THE IDEAS OR INFORMATION FROM THE FIRST SOURCE IN YOUR PAPER BY REPHRASING THIS IDEAS OR INFORMATION IN OWN WORDS.THE FASTEST AND THE BEST MANNER TO REWRITE OLDER ARTICLES IS BY USING ONLINE PARAPHRASING TOOL.A GOOD PARAPHRASING IS WHEN :REREAD THE ORIGINAL PASSAGE YOU WANT TO PARAPHRASE ,LOOKING UP ANY WORDS YOU DO NOT RECOGNIZE,UNTIL YOU UNDERSTAND THE SENSE AND THE INTENTION BEHIND THE WORDS.PARAPHRASING SOURCE MATERIAL CAN SHOW THAT WE UNDERSTOOD THE INFORMATION AND YOU CAN WRITE IN OWN WORDS.PARAPHRASING IS GIVE TO YOU THE BEST CHANCE TO PUT YOUR IMPORTANT IDEAS IN OWN WORDS TO DEVELOP YOUR UNDERSTANDING OF THE TOPIC.

SUMMARISING

SUMMARISING IS TO EXPRESS THE MOST IMPORTANT FACTS OR IDEAS ABOUT SOMETHING OR SOMEONE IN A SHORT BUT CLEAR FORM.WHEN WE LISTENING TO SOMEONE WE ARE LOOKING FOR WHAT CORRECTLY THEY ARE TRYING TO SAY BOTTOM THE WORDS.IS IMPORTANT TO LOOK FOR ALL THE MAJOR POINTS THAT COMES FROM COMMUNICATION.CONNECTING THE SKILLS OF PARAPHRASING AND SUMMARISING WILL CONCEDE YOU TO SAVE TIME AND TO MAKE IMPRESSION IN A WORKPLACE,WHERE EFFECTIVE COMMUNICATIONS IS VALUABLE .SUMMARISING IS VERY IMPORTANT IN COMMUNICATION AND IS USUALLY FOLLOWED BY

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PARAPHRASING.A SUMMARY IS A SUCCINCT OVERVIEW OF THE MOST IMPORTANT POINTS FROM A COMMUNICATION.

CONCLUSION

BEING SURE WITH THESE ACADEMIC SKILLS IS IMPORTANT TO FIND AND KEEP JOBS THAT CONTRIBUTE A STEADY INCOME, OPPORTUNITIES . BENEFITS FOR IMPROVE DISTRACTIONS. EMPLOYABILITY IS A SET OF SKILLS AND ATTITUDE THAT ARE IMPORTANT FOR ALL THE JOBS. EMPLOYABILITY SKILLS ARE IMPORTANT BECAUSE THE LABOUR MARKET IS INTENSELY PRODUCTIVE AND EMPLOYERS ARE LOOKING FOR PERSON WHO ARE FLEXIBLE , TAKE THE INITIATIVE AND HAVE THE ABILITY TO DO MANY TASKS IN DISTINCTIVE ENVIRONMENTS. EMPLOYABILITY SKILLS IS NOT ABOUT TO GET A JOB IT IS ABOUT A SET OF SKILLS AND ATTRIBUTES THAT WILL ENABLE TO BE SUCCESSFUL. YORKE, M(2004), EMPLOYABILITY IN HIGHER EDUCATION: WHAT IT IS- WHAT IT IS NOT, THE HIGHER EDUCATION ACADEMY / ESECT

REFERENCES

YORKE, M(2004) EMPLOYABILITY IN HIGHER EDUCATION: WHAT IT IS- WHAT IT IS NOT , THE HIGHER EDUCATION ACADEMY / ESECT

GOLDSMITH, UNIVERSITY OF LONDON PREPARE FOR CAREER SUCCES AT UNIVERSITY ESC.AC.UK.

WWW.FREE-MANAGEMENT-EBOOKS

[HTTPS://COURSE.OERU.ORG>IPSY102](https://COURSE.OERU.ORG>IPSY102)

GIBBS(1988) MODEL REFLECTIVE LEARNING CYCLE

[HTTPS://CALOTEENS.COM>THE](https://CALOTEENS.COM>THE) FIVE FUNCTIONS OF A GOOD TEAMC

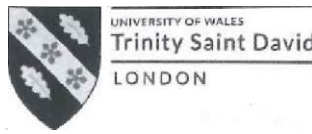
COTTREL, S(2008) THE STUDY SKILLS

COTTRELL, S(2010) SKILLS FOR SUCCES

PERSONAL DEVELOPMENT AND EMPLOYABILITY (PALGRAVE STUDY, HOMESPHERE PALGRAVE, MAC MILLAN

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Academic and Employability Skills (ACE) — BMSW4001

In-class exercise 2: Summarising

Student Name: JASILEA CARAMALAU Student ID: C 1818003

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.

The success of ALDI

The food retail industry is a highly competitive market. Aldi understands that its customers want value for money but do not want to compromise on quality. This case study will demonstrate how Aldi uses a lean approach to its business operations to offer its customers quality products at competitive prices. What distinguishes Aldi from its competitors is its competitive pricing strategy without reducing the quality of its products. In fact, in some cases Aldi's products are 30% cheaper than those offered by its competitors. Aldi can do this because the business operates so efficiently. The three core values of Aldi are simplicity, consistency and responsibility. Lean production ties in closely with these values. For example, Aldi stores are simple in design and all stores are very similar which creates consistency.

For Aldi operating efficiently involves reducing costs in all areas of the business, Some of the key areas where Aldi is able to minimise costs are by saving time, space, effort and energy. Aldi's approach to doing this is to run its business around the principles of lean thinking, Whereas other food retailers have elaborate displays, additional services and promotions that draw customers into the business, Aldi's core purpose is to 'provide value and quality to our customers by being fair and efficient in all we do'. The principles of lean production are planned and built into everything that Aldi does. This starts within its supply chain. For example, up to 60% of Aldi's fruit and vegetables are sourced locally where possible, reducing the need for long and costly delivery journeys.

The principles of time based management are also built into the training provided for Aldi's employees. Through training staff to do a variety of tasks around store Aldi can minimise its staff requirements. Staff costs can also be reduced as fewer staff are required if they can perform a variety of duties throughout the store. Aldi's 'no-nonsense' approach to retailing therefore leads to cost saving in numerous areas. These

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cost savings are passed on to customers in the form of lower prices, allowing the business to differentiate itself from its competitors in terms of price, as well as the quality of the products it has on offer.

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Date: 14.08.2019

This case study shows how Aldi respect their customer.

Aldi want to offer to their customers very good product and very good prices.

Aldi intend to go near to his business operations to give their customer what is the best.

What is differentiate between Aldi and their opponent is policy pricing strategy and the quality is the same.

Some think are low priced approximately 30% and their competitors have high prices but the quality is the same.

Aldi is means simplicity, stability and responsibility. It is important for Aldi to demand reducing prices in all area of the business. Aldi is free to reduce cost are saving time, effort and energy. Aldi is able to do this to run his business through the truth of clear thinking, to give their customer additional services and promotions. Aldi says that fundamental reason is to provide prices and quality to their customer and this accomplished and is fair for business. Aldi staff have many task and this is a thing that reduce the staff requirements.

Staff costs can reduce required staff and they can do many duties through the store. This cost saving is passed to customer in the form of lower prices.

Lecturer's comments:

*satisfactory attempt
points have to be clear & concise
there are grammatical errors
some of the important points are missing*

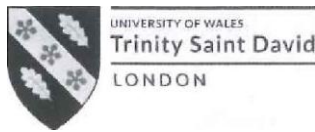
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Academic and Employability Skills (ACE) term 1 BMSW4001

In-class exercise 1: Paraphrasing

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).

Student Name: Student ID: 1818003

Ex.1

Write a paraphrase of the following passage

Mike Erwin never envisioned himself as a social entrepreneur or activist. While he was no stranger to leadership positions, his primary experience had been in large, structured organisations. He thrived in the highly regimented program offered by the school. Later, Erwin excelled in his assignments in the Army, winning multiple awards and medals. However, the founding and growth of Team RWB had none of the characteristics of his previous endeavours. Erwin's enthusiasm and the organisation's mission caught on rapidly and Team RWB attracted media attention disproportionate to its size. Very quickly, the organisation grew beyond anything that Erwin had anticipated. Without any intention to do so, Erwin accidentally became an entrepreneur.

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Mike Erwin didn't imagine he will be a social entrepreneur or activist.

His first experience was into a very big company as a leadership position.

The school offers him a prosper highly regimented program. Erwin was very good student in the army and he won medals and rewards.

Anyway the improvement and founding of Team RXIB didn't have nothing of other characteristics of his previous attempt.

The Team RXIB reduce media attention and Erwin's passion and organisation vocation capture fast to this company. Fast the company become increasing and very much and Erwin didn't expect this.

Finally, Erwin starts to be an very good entrepreneur but didn't expect this.

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Academic and Employability Skills (ACE) — term 1 BMSW4001

In-class exercise 1: Paraphrasing

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

Original Source: A key factor in explaining the sad state of American education can be found in overbureaucratization, which is seen in the compulsion to consolidate our public schools into massive factories and to increase to mammoth size our universities even in underpopulated states. The problem with bureaucracies is that they have to work hard and long to keep from substituting self-serving survival and growth for their original primary objective. Few succeed Bureaucracies have no soul, no memory, and no conscience. If there is a single stumbling block on the road to the future, it is the bureaucracy as we know it.

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American education is overly bureaucratic. This is manifest in the increasing size of educational institutions, even in small states. Bureaucracies are bad because they tend to work to promote their own survival and growth rather than that of the institution, as was their initial objective. Most bureaucracies fail because they have a conscience or a soul. I believe that bureaucracies are the biggest stumbling block on the road to the educational future.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. Bureaucracies have to work long and hard to keep from promoting their own survival rather than the educational goals that were their primary objective.

Bureaucratization has proved to be a major stumbling block on the road to our educational future. American institutions have become factories that are more conducive to the growth of bureaucratic procedures than to the growth of the students who attend them. This means that, as Edward T. Hall says in his book, Beyond Culture, today's educational institutions "have no soul, no memory, and no conscience"

Paraphrase 4 acceptable / unacceptable Reason:

In his book, Beyond Culture, Edward T. Hall discusses the problems posed by the increasing bureaucratization of American educational institutions. Hall maintains that overbureaucratization is one of the key factors governing the state of education in America today. He points to the tendency of bureaucracies to promote their own growth and survival first and foremost, and observes that few overcome that tendency. He believes that this is responsible for the fact that many public schools bear a closer resemblance to factories than to educational institutions. In Hall's words, "Bureaucracies have no soul, no memory, and no conscience."



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