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Academic and Employability Skills

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1. INTRODUCCION

What is a skill? How to use it? How we can develop our skills in our workplace? Do we have transferable skills? What is a Citation? And Paraphrasing?

In this report is about skills in the employability and academic. I will explain you about the differences of hard and soft skills in the employability. What is a transferable skills and what is the three essential transferable skills.

What is SWOT? And why is essential for our development and for the business plan.

And how I analyse my own personal development with my own weaknesses, opportunities, threats and strengths.

And the most important what I learn from this report and the main purpose of the assignment.

2. SKILLS

Skills is the ability and strength of each person that have and it can be; transferable, personal and academic. (anonymous, 2020)

If the individual is lack of skills in some specific areas that can be a real issue, working in the weakness can develop the individual to become balanced.

Each individual can learn new skills and for that have four stage of development, as Robinson in 1974 explain in which components are based:

Unconscious Incompetence: The idea that if the individual can or cannot manage to do something.

Conscious Incompetence: Individual know how to grow.

Conscious Competence: Improve our skills more effectively.

Unconscious Competence: Born with talent, that the individual create naturally.

Understand that developing our skills, we create opportunities to progress in ourselves and how it works to use it in proper way. Not only in employability, in personal as well we develop it.

2.1 EMPLOYABILITY SKILLS

Employability skills is to perform well the role has given the corporation adding the value of the company. Learning and develop ourselves in the company increase the success and knowledge.

The ten requirements in employability skills are:

Communication Skills: To communicate clearly.

Honesty and loyalty: To our company and co-workers.

Technical competency: Improving skills.

Work ethic: Our abilities.

Flexibility: The capacity to adapt in changes.

Determination and persistence: Moving forward.

Teamwork: Ability to work in harmony.

Eagerness: Learn new things.

Problem solving: Willingness to resolve issues.

Leadership ability: Inspiring the team to achieve the goals and influence them to give their best.

2.1.1 SOFT SKILLS

Soft skills is the part of characteristics and aptitudes that have in each individual, that affect the ability and interact at work and with other individuals. (Doyle, 2020)

They are reasonable abilities that one had created themselves and acknowledge that have to interact in different situations.

Some examples of soft Skill are:

Organization: Being tidy and organize, able to plan before a head.

Empathy: To understand and put yourself in the other situation.

Creativity: To be different.

Adaptability: To make suitable in each difference way.

2.1.2 HARD SKILLS

While hard skills are the teachable abilities that each individuals have discover and develop. Trough in the academic and experience.

Some examples of hard skills are:

Construction.

Manufacturing technology.

Business analysis.

Financial.

What the Employers are looking for each of their employee is have of both skills, for me the soft skills are essential because it can be develop working and leaning. If one individual have hard skills but he doesn't have soft skill, communication for example. he will not be able to express his own ideas and thought.

2.2 TRANSFERABLE SKILLS

Transferable skills are qualities that every individual posses, it is transferred from each occupation to another, they develop their skills in diversity situations, this is the reason why they called portable skills.

Generally corporation consider that their staff member should be suitable in their requirements that can be; communication, motivation, team working, time management and personality (if they are willing to progress).

2.2.1 COMMUNICATION

Is essential in our daily basis, because it help us to express and communicate with our employer and co-workers to not create misunderstandings. They are three important points to have in good communication skills.

Listening: To understand the task that the management has given.

Verbal and nonverbal: The way we talk and how we express our body gestures and facial expressions.

Writing: They teach us how to speech and to think better. With good writing it shows you that you are straightforward and organized.

2.2.2 TIME MANAGEMENT

Time management is the ability to use our time effectively regardless of what we do and is a fundamental skill.

Being good management is crucial in our daily basis. Good management means is the ability of each individual to control their time and plan before ahead that they cannot stress themselves.

If the individual is not good in time management it can affect in personal life, employability and academic. It gives a perception of unprofessional and unreliable and in the future of that individual it can have struggles such a leadership rules.

Having good time management will help us to prioritise and focus our goals and aims.

Prioritise: To acknowledge and decide which activity is more important for each individual. Prioritise means what is “important “for us.

Focus: Determinate and persistence from each individual to achieve their main goal.

2.2.3 TEAM WORKING

Team working is a group of individuals to work together and accomplish the same goal. When skill and strengths of each individual are connected and they share the same goal, we can say that is an effective team working. The principal factor to work together is to understand between each other of the individuals. (Morgan, n.d.)

But we should know the differences between team and a group.

Group: It is a social group of individuals or friends that they share the same hobbies.

Team working have some characteristics that all the individuals are sharing, that is:

Small: Reasonable size to coordinate better.

Complementary skills: Need to be complementary for each individual.

Common purpose: The team members need to have the same goals and aims.

Specific goals: The goal need to be clear, to not create misunderstandings for each individual of the team.

Common approach: To make agreements that they can share the goal or the purpose of the team.

Mutual accountability: Supporting each other.

But not all the teams are the same, and there is two model
Team composition:

The Disc model: by William M. Marston in 1920, this model was based of 4 personality types.

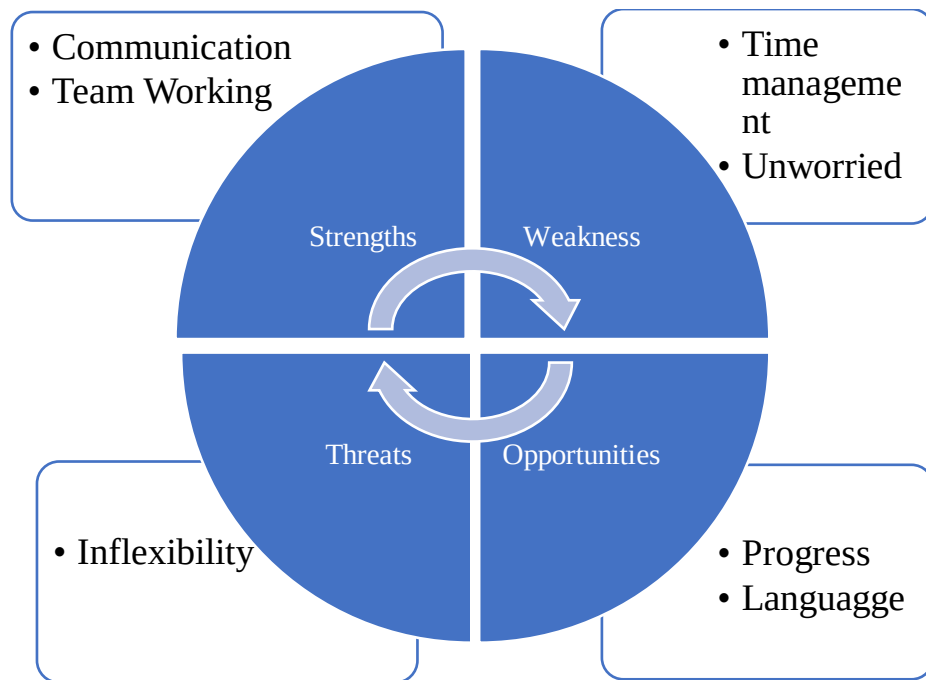
Belbin's Team roles: created by Meredith Belbin and his team in 1970 and 1980. This model is more about skills and acknowledge.

2 MY OWN SWOT ANALYSIS

SWOT is a planning technique that company or individual use to identify Strengths, Weakness, Opportunities and Threats. Using it will help us to develop ourselves.

Swot analysis need to analyse their own strengths and threats and develop the weakness and opportunities.

In my swot analysis I will analyse my own personal development and my employability.



My weaknesses is the time management and unworried, seems that I'm not professional or mature enough.

Opportunities at workplace is that we can progress and transfer another department.

My personal opportunities is that I can speak other languages.

Threats is that I am inflexibility.

Strengths I am good at communication and put the team together, team working.

3 PERSONAL DEVELOP PLAN

Personal develop plan is planning and finding information about what and where we want to be in our future and being objective from our goal. We need to prioritize our main goal and actions to achieve them.

In my personal develop plan need to be **SMART**, so I can achieve my main goal, based on my own **SWOT** analysis.

Specific: Know exactly our goal or our main purpose.

Measurable: It is reflect success.

Achievable: Significant goal.

Realistic: That can be precise in our life.

Time-based: The time limit we propose.

	Short Term Time 3-6 months	Mid Term Time 6-24 months	Long Term Time 24- 36 months
My goal			
Time Management	Not being late and organize	On time and organization	Obtain my purpose
Digital Skills	Basis in technology	Use photoshop and excel	Acknowledge all the digital
Skills and knowledge to be learn	Organize my self Digital Basis	Organization Digital Basis	Organization Digital Basis
Next steps	Start to planning after Course of digital	Schedule it	
Resources	Sleep earlier and prepare it before Usig more the Microsoft	Get ready before Laptop	Prepare it Laptop
Time schedule	Do an agenda and planner University and freetime	Agenda and planner Spare time	Agenda and planner Spare time
When I will start	Today In the university	Practising everyday In the university and course	Practising everyday I will take an special course
When do I expect to finish	When I am punctual When I learn to use the basics of Microsoft	When i know how to use properly my time management In 24 months	I will learn to manage it In 48months

My main goal is to develop my *time management* and learn more about digital skills.

The *time management* is my biggest issue that I need to improve personal and in general aspect. The skill and acknowledge that I need for time management is to organize me better and make it a plan one night before.

In *digital skills* I need to know more about software and basics of Microsoft and all about computing skills. I put, to myself to learn the basics of Microsoft for one year and when I will achieve it I will refresh myself how to use the photoshop and excel.

To make it happen this goals I need to be focused and more organized to achieve it.

4 ACADEMIC SKILLS

What we need to know to do a proper report or and essay.

4.2 PLAGIARISM

Works and ideas from other individuals, that we use. Universities don't allow this kind of assessment, because is like are taking their own ideas and words.

4.3 CITATION AND REFERENCING

Citation is expressing other **ideas** work and quotitation is expressing **words** from others work.

4.4 PARAPHRASING

Is expressing the idea from the author but changing it in our own words to make it understabe.

4.5 SUMMARISING

Is the key of points of theory we have given.

4.6 PRESENTATION SKILLS

Presentation is an oral explanation to the audience expressing and demonstrating their work with images, piece of work or giving an idea to the audience.

Present means information or entertainment to the public or audience, that is why it came the world presentation.

There is no best way to do the presentation, there is many ways to do it and methods. When it used informal way to the audience they are more focus in the presentation, but is not all the cases, it can change depending as well on the audience and the main goal to express the presentation.

Before to do a presentation, we need to consider what is our audience are expecting to impact the audience we need to coincider;

Knowledge and understanding: What we say.

Emotions about our speech: How we say it.

Emotions how we are giving the presentation: If they will like or not the presentation.

Alertness: How long will be the presentation.

How many people: Saying about how many people are in.

Relation to us like a presenter: Being formal to informal.

Information that we provided: Additional information

Before to the presentation, the presenter need to do *rehearsing*. Rehearsing is practise and double check if every technological works.

In all presentations need to be a clear structure presentation, that the audience will be able to understand what we are expressing.

Introduction

Middle

Conclusion.

5 APPENDIX

Class Group 7Name: Loisaine Tabila

Paraphrasing Exercises

adapted from <http://web.jjay.cuny.edu/~esl/paraphrasing1.htm>

Which sentences are closest in meaning to the five sentences below?

- 25% of adolescents who have one baby have a second baby within two years of the first baby's birth.
 - 25% of babies are born to mothers who are adolescents.
 - ☒ One out of four adolescent mothers has another baby before the first baby reaches his second birthday.
 - A quarter of adolescent mothers gives birth when their first born is two.
 - 25% of adolescent mothers become pregnant again when their first babies are two years old.
- It has been reported that the richest one percent of Americans own 40% of the country's wealth.
 - The richest 1% are 40 times as wealthy as the rest of Americans.
 - 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.
 - ☒ 40% of the country's wealth is in the hands of only 1% of Americans.
 - 99% of Americans own 40% as much as the richest 1%.
- The judge was relieved when the jury was finally ready to announce its verdict.
 - When the jury announced its verdict, the judge was relieved.
 - The judge asked the jury to arrive at a verdict.
 - ☒ The judge welcomed the prospect of an imminent verdict.
 - The jury welcomed the judge's relief.
- Research data suggest that girls who witnessed maternal abuse may tolerate abuse as adults more than girls who did not.
 - Women who witnessed the abuse of their mother as teens are more likely to become abusive adults.
 - ☒ Women who observed the abuse of their mothers when they were young are more likely to endure abuse themselves.
 - Women who were abused as children are more likely to abuse their own children.
 - ☒ Girls who testify about maternal abuse tolerate abuse as adults more readily.
- Martha thinks that the issue of adolescent problems is important to write about.
 - Martha thinks that adolescents like to write about their problems.
 - ☒ Martha feels that writing about adolescent problems is worthwhile.
 - Martha believes that the dream of most adolescents is to write something important.
 - Martha thinks that adolescents can write about their problems.

Write your own paraphrase for the following sentences:

- A local newspaper claims that 75% of all homeless people do not like homeless shelters and prefer to live as they do now.
demand
- Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
Ronny's aunt he couldn't believe the one bear attacked him.
- Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
journey
- Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
- A woman who was nominated by the president to head the department was quickly approved by the board of trustees.

① 3/4 of homeless people they prefer to live in the street a local news paper argued/said.

Academic and Employability skills.
2/3/20

Sentence Structure Exercise

NAME of STUDENT: Lorraine Tabala Module, Term and Group 7

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

My mother told me to not speak to strangers.

2. boy bicycle ride not a could the.

The boy could not ride a bicycle

3. college yesterday went-I to-work after.

Yesterday I went to work after college.

4. -is city than bigger London a-Bucharest.

London is a bigger city than Bucharest.

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

After five years the man got married woman.

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

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

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

John farmer's his friend stole his chicken.

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

After I finish the university I want to open a coffee shop.

Class Tutor's Signature: _____ Date _____

Corrine Tobila

Find synonyms for the words underlined.

a) The growth of the car industry parallels the development of modern capitalism.

Example: The rise of the automobile industry matched the progress of contemporary capitalism.

b) It began in France and Germany, but took off in the United States.

start

accelerate

c) The Henry Ford adapted the moving production line from the Chicago meat industry to motor manufacturing, thus inventing mass production.

adapted - envied / created / founded
production - manufacturing

motor - automobile

thus - there

Henry Ford created the mass production (more similar)

6 CONCLUSION

I discover what is skills and the differences between soft and hard skill. That we can develop the hard skill with experiences and from specific academies.

That communication, time management and team working skills are crucial in our employability.

Specially in time management that if we have to do it we should organize and focus it to make it happen.

In this report, I learn how to analyse myself using the SWOT and to make a Smart plan development for my future that it can achieve my goals.

The plagiarism is not permitted to any essay or report and different sources to make our essay or report effectively.

How we can impact our audience with our presentation skills giving to them emotions, understanding the acknowledge and how we are giving the message.

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