



Writing Report of my Own Academic and Employability Skills

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1 Acknowledgements

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3 Summary

In this work I have searched information about topics of term 1, via documents from class and some websites, after the collecting of the information I have proceed to make and analysis of each topic, also, I have introduced some examples for make it easier to understand and then with all of results that I obtained from their pro and con points I proceed to make a personal conclusion about what I have understand from them having in mind different situation that we live in our daily routine and also, with a vision of what I want to do in a future and how I can implement them on my life.

4 Introduction

In the next report I will explain all of the topics that we saw in class during the first term also I will use all the learned for do this report as well I will show some elements related with the profession that I want to do in a future and how this abilities learned will help me in a future, while I was doing this work I could test my developed abilities and see how much I have improved since we started to study.

5 Methodology

To complement my enquiry, I did a research trough internet searching about related topics or examples and using this way for collect information and develop my report, also I used the online platform which we know as Moodle which contains all information that we saw in the term 1 and using this to make a review of the different topics that we discussed in term 1, Also I search for different articles since internet to books and newspaper which talk about the profession that I'm interesting for work in its sector in a future.

6 Findings

6.1 Personal Development plan (PDP)

The personal Development plan as his name says is a plan that helps you to manage correctly your activity and the areas where you have a constantly development with this you will be able to acquire new skills or improvise them. The principal purposes of this plan are the following:

- Enhancing performance in your current role
- Addressing anticipated changes in your current role
- Addressing career aspirations towards a future role

6.2 Time Management

The time management is a process that permits you to make plans with a control of time, in other words how much time will you spend in each activity, also your efforts will be distributed correctly with the objectives of increase effectiveness, efficiency and productivity.

- The first of all you have to do a list of everything that you need to do and the time that you will spend for each activity
- Assign to each activity a priority level starting since low to high
- Add the activities that are mandatory as breakfast, lunch, dinner, sleep and others
- Consider the possibility of delays or interruptions which could be unexpected
- Check it many times, rearm it, track all activities for make sure that are taking the enough time

6.3 Paraphrasing

Paraphrasing is when you use your own word for write ideas from different persons this technique is very helpful when you are supporting your own work with others persons work. When you use this technique, you have to change the words and grammar, but they have to keep the same context. You have to recognise another person work if you used it this can be done via reference. For do a correctly paraphrasing you can make use of the next techniques:

- Synonyms. These are words that their meaning is the same or nearly as another word
- Word class. Change words class using adjectives, subjects, adverbs, etc.
- Word order. Change the order of the words

6.3.1 Example

1. Language is the main means of communication between peoples. But so many different languages have developed that language has often been a barrier rather than an aid to understanding among peoples. For many years, people have dreamed of setting up an international universal language which all people are simple and obvious. If all people spoke the same tongue, cultural and economic ties might be much closer, and good will increase between countries (Kispert, 2004).

Language is the primary methods for correspondence between people groups. Be that as it may, such a large number of various dialects have built up that language has regularly been a boundary instead of a guide to comprehension among people groups. For a long time, individuals have longed for setting up a global all-inclusive language which all individuals are straightforward and self-evident. On the off chance that all individuals talked a similar tongue, social and monetary ties may be a lot nearer, and cooperative attitude increment between nations. (Kispert, 2004).

6.4 Referencing

Referencing is a technique where we use fractional references are between parentheses and implanted in a text, either inside or after a sentence. They are in company of a full, ordered citations at the end of the section, generally titled “references”, “reference list”, “works cited” or “end-text citations”.

6.4.1 Example

1. A book with the title: 'Occupational health and safety', published in Sydney in 2004 by McGraw-Hill, with authors M. Stewart and F. Heyes. This is the second edition.

Answer

Stewart, M. and Heyes, P. (2004) *‘Occupational health and safety’* 2nd Ed. Sidney: McGraw-Hill

2. An article by J. R. Savery and T. M. Duffy, called 'Problem based learning: an instructional model and its constructivist framework', published on pages 31 to 38 in the journal 'Educational Technology', volume 35, number 5, in 1995.

Answer

Savery, J. R. and Duffy, T. M. (1995) *‘Problem based learning: an instructional model and its constructivist framework’*, Educational Technology, 35(5), pp. 31-38.

6.5 Summarising

Summarising is a valuable ability for academic writing, with this skill you can take the most important parts from a text and rewrite them with your own word, in a summary as its name says

6.6 Articles



AI could become 'an enemy of the human race' warns expert

Leading artificial intelligence expert Dr Stuart Russell warns in his new book, *Human Compatible: AI and the Problem of Control*, that AI could become "an enemy of the human race".

Dr Russell told BBC Radio 4's **Today the danger is not that AI will develop consciousness**, but that it will become "too competent" at fulfilling objectives which human's have not fully thought through.

07 Oct 2019

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The cheat hackers 'ruining' gaming for others

Hackers around the world, often teenagers, are making thousands by creating and selling games cheats to a growing market.

The most recent survey suggests that around a third of gamers admit to using them to improve their chances online.

Cyber-security reporter Joe Tidy went to play a game with a cheat hacker to find out how the 17-year-old makes thousands of dollars a month through his underground business.

Last week, in China, four alleged hackers were arrested for similar offences.

Cyber-security reporter: Joe Tidy

Video journalist: Harriet Bradshaw

19 Sep 2019

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US debuts world's fastest supercomputer

11 June 2018

[f](#) [m](#) [t](#) [e](#) [Share](#)



Summit, the US's new supercomputer, is more than twice as powerful as the current world leader.

7 Discussion

After a recollection of the information about the topics that I will discuss now I will proceed to write my results after analysing them.

7.1 Personal Development Plan

Starting with the pdp (Personal development plan), this method it's very helpful because we are constantly in evolution. When we finish developing a skill immediately, we take another kind of skill for its development and that is because of the instinct of self-improvement which invade us when we are facing a new situation and here is where the pdp acts, helping you in the identification of the key points in company of development exercises. If you elaborate your plan correctly knowing what you are appointing to get, in other words knowing your goals, and the skills that you will need for your future, you can take advantage of all the time which you have at your disposal without any loss. In my case is something that will help me a lot, I'm interesting in the world of computing, usually, we develop the skills that we need by learning other skills because the most of them are very similar but with this technique I will focus better in my principal objectives

7.2 Time Management

The time management allows you to manage all the time you have available and divide it correctly through the activities which you have to do, the first of all you have to make a list with the activities that you have to do this can be daily, weekly or even monthly and after this you have to discuss the type of each activities there are some activities that necessarily you have to cover for example the meals, sleep, travel also, depends on your age if you are young probably you study, if you are adult maybe you work and have a family to attend. Also, when you are making your plan you have to considerer the probably of unexpected things as delays and interruptions. But the principal problem of these activities is that no consider external factors for example the situation of the country, a family member dead, a natural catastrophe etc. These are factors that you can't control or preview and they will always spoil your plans. In my personal experience is something that just can't work with me, My family doesn't speak English so basically I am the person who is in charge of do the labours which are linked we talk in English so my schedule has almost always has unexpected changes that I can't control.

7.3 Paraphrasing

The paraphrasing I think is the most helpful among which we will discuss, is the best way to avoid some things like plagiarism, sometimes when we don't have any idea we appeal to other persons work maybe for take ideas or get inspiration and think on yourself ideas, when this happen, other people's thoughts invade your mind and you can't express yourself correctly and you tend to plagiarize. Here is where this skill works you don't need to worry too much about this while you use synonyms, change word order and class you will made an idea with a point of view totally different to other persons, but if you use material of them you had to memorize to make mention on references because they are still contributing something to you. In my point of view this skill will help me a lot some things I don't know how can explain new things without repeating the same thing over and over again and probably I will do this process slowly but the difference will be that this time I will be sure that what I said was my idea.

7.4 Referencing

The most times we need to take information from other persons and the right thing would be recognize these persons work that's why we make references lists, but we also make them for offer the reader the source of the information and they can get more knowledge through the original source. The referencing is a good ability for share all kind of topics of ideas which we found interesting with the others. In my sector of interest, I found this very helpful, I have work as programmer and the programming is something that can open too many possibilities with different combinations of programs, if there is a source where we can learn from something that have been referencing is a great help for us who are to trying to repeat the program and upgrade it

7.5 Summarising

The best way to explain something in the less time possible is via summarising. Extracting the main ideas and explaining them you will make your point of view more easily to understand, when you talk or explain an idea for a long time the persons will not take attention to you, because they will not be concentrated and will get distracted because of the length of your explanation, you have to make the main point concise, it's like when the people told you Get to the point, you mustn't take an entirely day for make a basic explanation. In the computing sector this may be more difficult sometimes it's impossible to explain something the shortest possible because there are too much steps behind

7.6 Articles

7.6.1 AI could become 'an enemy of the human race' warns expert

At the moment the AI has been appearing a lot, since smartphones till modern homes, and it's something that must be under control, I have picked this article because in mi sector usually we use AI for make easier long works but always monitoring the AI's work and not overstressing it

7.6.2 The cheat hackers 'ruining' gaming for others

This is a problem which is currently rising more and more, and have a negative impact on my future I would like to be a videogame programmer, then this will be generated me more unnecessary work and problems to resolve

7.6.3 US debuts world's fastest supercomputer

The technology is advancing with an incredible speed, for the people who are related with the computing have to be in a constantly learning to keep up in the latest technologies, learn how to use them, how to fix them etc

8 Conclusion

With all of the information analysed, I will proceed to make a respective conclusion. All of these academic skills have a great level of functioning in their respective activities. While you make a correctly use of them, they will help you to improve all your academy aspects and not only this, they will be a great help in your daily life, work and other studies that you want to do. As recommendation I must say that although all of these skills will help you in a lot of things, you have to focus in the abilities that are more important at the moment no matter what.

9 References

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- BBC (2019) '*The cheat hackers 'ruining' gaming for others*', 19th September. Available at: https://www.bbc.co.uk/news/technology-44439515?intlink_from_url=https://www.bbc.co.uk/news/topics/c008ql15d07t/computing&link_location=live-reporting-story (Accessed: 27th December 2019).

10 Appendix

John Eddy Salcedo Torre Group 8

HARVARD REFERENCING WORKSHOP

How would the following references be cited in your text, and formatted in your list of references?

Book

The Complete Guide to referencing and avoiding plagiarism by Neville, Colin
Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

In text:

(Neville, 2010)

In reference list:

Neville, C. (2010) 'The Complete guide to referencing and avoiding plagiarism' (2nd Ed.) Maidenhead: Open university press

Chapter in an edited book

Cite a chapter by P Baty called Collaborative Learning from page 231 to page 248 contained in the following book: Study skills for Dyslexic students.

Hargreaves, Sandra

Book. English.

Published Los Angeles, Calif. ; London : SAGE 2007

In text:

~~Hargreaves, S. (2007)~~ (Baty, 2007)

In reference list:

~~Hargreaves, S. (2007)~~ 'Collaborative Learning' in Hargreaves, S. (ed.)
Baty, P. (2007) 'Collaborative Learning' in Hargreaves, S. (ed.)
Study skills for Dyslexic students. LA and London : SAGE, pp. 231-248

Journal articles

Putting the Defendant in Their Place: Why Do We Still Use the Dock in Criminal Proceedings? Mulcahy, Linda. British Journal of Criminology volume 53 Issue 6 (2013): 1139-1156.

In text:

(Mulcahy, 2013, p. 1139)

In reference list:

Mulcahy, L. (2013) 'British Journal of Criminology' putting the
Defendant in their place: why do we still use the dock in criminal
proceedings, 53(6), pp. 1139-1156. British Journal of Criminology, 53(6),
pp. 1139-1156

Equity and Efficiency in the Workplace: New Trends in Managing Human Resources. Reid, Douglas; Strudler, Robert; Ryner, Sara; Dyer, Lee. ILR Report 24.2 (Spring 1987): 35.

In text:

(Reid et al., 1987)

In reference list:

Strudler, R., Ryner, S., Dyer, L. (1987)
Reid, D., et al. (1987) 'Equity and Efficiency in the
work place: New Trends in Managing Human Resources',
ILR Report 24.2 (35)

Newspaper articles

Daily Telegraph (London) October 21, 2013 Monday p1
Fears of rising bills as deal is struck for new nuclear plant. Roland Gribben

In text:

(Gribben, 2013)

In reference list:

Gribben, R. (2013) 'Fears of rising bills as deal is
struck for new nuclear plant', Daily Telegraph, (21th Oct), p. 1.

Web pages

Type the following words into Google: **BBC news electronic retinas**. Write a reference for the article "Two blind British men have electronic retinas fitted".

In text:

(Walsh (2012))

In reference list:

Walsh, F. (2012) Two blind British men have electronic retinas
fitted. Available at: <http://www.bbc.co.uk>
(Accessed: 24th November 2019) 14:42

Time Management: The Eisenhower Method

Name(s): _____

	URGENT	NOT URGENT
I M P O R T A N T	DO NOW pay bills Do homeworks Health Problems	PLAN/SCHEDULE Get driver license Do exercise homologate titles Make new relationships
N O T I M P O R T A N T	don't confuse urgent & important: DELEGATE - but remember to track / check they are done family Requests Pick up my brother from school go shopping	These activities are usually a waste of time ELIMINATE Watch Videos watch Social media Play Videogames

Student Name: John Eddy Salcedo Student ID: 1809111

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.

When we talk about romance and celebrations
usually is associated with the luxurious chocolate.

in 2001, Chocolate companies, consumers and the
government were involved because of revelations which
said that the production of cocoa in Ivory Coast
was related with child slave labour.

"Slave-labour-free" was a legislation mandating
passed by the USA to give companies an opportunity
to provide their innocent.

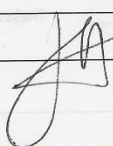
An international protocol which was agreed
by the chocolate industry would give chocolate
producers four years to limit abusive practices

Lecturer's comments:

A good effort!

Now build your vocabulary & grammar!

Lecturer's signature:



Date:

21.11.19

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 announced that something will change in the office.

2) He doesn't write to me as frequently as I wanted.

I wish that he, writes to me very often

3) We were concerned about her health.

We had some worries about her state (fitness?) or well-being?

4) You weren't careful, so you made so many mistakes. (had)

If you had been careful, you hadn't had so many mistakes.

5) The council cut funding so we could not provide free parking.

Because of the cut funding, was impossible for us provide free parking

6) His proposal was a failure as it was too theoretical. (relied)

His proposal relied too much in the theoretical that was it failed

7) It was Mary who stole money.

He accused Mary by the stole money

8) He seems well-educated. However, he's not very bright. (although)

He doesn't look bright although he looks very well-educated

9) Universities place the burden of understanding plagiarism and attribution conventions on students.

The responsibility for understanding plagiarism and attribution conventions ^{falls on} students ^{should do}

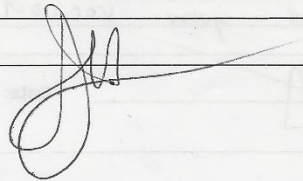
10) 33% of adolescents who have one baby, have a second baby within two years of the first baby's birth. (third)

the third part of babies who have a young brother/sister have an adolescent mother

Lecturer's comments:

A good understanding of the
sentences
But now try to build your vocab. and grammar!

Lecturer's signature:



Date:

21.11.19

Class 8

Name: Mr. Edgardo Salas

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.
The local newspaper said that 75% of all homeless people ^{like a homeless} ~~like~~ ^{shelters} ~~shelters~~
2. Ronny told his aunt that a bear had attacked him, which she found difficult to believe.
Ronny's aunt can't believe that he had been attacked by a bear
3. Anyone who has ever driven through the Mojave Desert knows that one should always carry a supply of extra water.
every person who has passed the Mojave Desert will carry more water ^{the next} ~~time~~
4. Of the 138 million acres of land that Native Americans owned in 1887, 90 million acres were taken away by whites by 1932.
48 millions out of 138 millions acres of land the Native Americans owned were ^{lost} ~~lost~~ ^{by} ~~by~~ ^{whites}
5. A woman who was nominated by the president to head the department was quickly approved by the board of trustees.

