**Task 1**

The use of analytics in business can be found as far back as the 19th century, when time management exercises was initiated/ were initiated by Frederick Winslow Taylor. Another example is when Henry Ford measured/ was measured the speed of assembly lines. In the late 1960s, analytics began receiving more attention as computers became decision-making support systems. With the development of big data, data warehouses, the Cloud, software and hardware, data analytics has significantly evolved. Data analytics involves the research, discovery, and interpretation of patterns within data.

Data analytics is based/was based on statistics. They say statistics were used/are used as far back as Ancient Egypt for building pyramids. Governments worldwide have used statistics based on censuses for a variety of planning activities, including taxation.

The development of computers and the evolution of computing technology has dramatically enhanced the process of data analytics. In 1880, prior to computers, it takes/took over seven years for the U.S. Census Bureau to process the collected information and complete a final report. In response, inventor Herman Hollerith to produce the tabulating machine, which was used/ were used in the 1890 census. The tabulating machine could systematically process data recorded on punch cards. With this device, the 1890 census was finished/ were finished in 18 months.

Relational databases were invented/are invented by Edgar F. Codd in the 1970s and became/were become quite popular in the 1980s. Relational databases (RDBMs), in turn, allowed/were allowed users to write in Sequel (SQL) and retrieve data from their database. Relational databases and SQL provided the advantage of being able to analyze data on demand and are still used extensively.

**Task 2**

1) True

2) F alse

3) True

4) True

5) False

**Task 3**

- Speaker 1: Creativity, Ability to learn

- Speaker 2: Teamwork

- Speaker 3: Flexibility

- Speaker 4: Critical thinking

**Task 4**

1) F

2) B

3) E

4) C

5) D

6) A

**Task 5**

They highlight the importance of not taking things at face value, as critical thinking helps uncover hidden biases and deeper insights. Analysts often experience things first-hand, testing models and iterating on failures, which creates adaptability. The ability to grasp an opportunity is critical to growth.

When solving problems, analysts look at the problem from different perspectives to avoid rigid patterns and find innovative solutions. After analyzing data, they draw conclusions based on evidence rather than assumptions. They take action by collaborating with teams, communicating insights, and implementing data-driven solutions to achieve business goals.

**Task 6**

|  |  |
| --- | --- |
| **Soft skills important for my**  **job** | **Soft skills not important for my**  **job** |
| Critical Thinking | Creativity |
| Problem Solving | Leadership |
| Teamwork |  |
| Ability to Learn | Decision-Making |
| Flexibility |  |
| Detail Orientation |  |
| Strong Work Ethic |  |

**Task 7**

1. Grasp an opportunity
2. Take things at face value
3. Draw conclusions
4. Experience firsthand
5. Take action
6. Different perspectives