

# ACADEMIC WRITING AND STUDY WORKSHOPS, Autumn 2012



All classes from **12.30pm - 1.30pm** in rooms allocated on timetable – See over page for workshop descriptions

Week	Monday	Tuesday	Wednesday	Thursday
1	<b>Study at university</b> 27/2/2012 Room 11.210	<b>Reading Strategies (i)</b> 28/2/2012 Room 11.210	<b>Report Writing (i)</b> 29/2/2012 Room 20.5	<b>Essay Writing: Process &amp; Product (i)</b> 1/3/2012 Room 20.5
2	<b>Vocabulary in academic writing</b> 5/3/2012 Room 11.210	<b>Reading Strategies (ii)</b> 6/3/2012 Room 11.210	<b>Report Writing (ii)</b> 7/3/2012 Room 20.5	<b>Essay Writing: Process &amp; Product (ii)</b> 8/3/2012 Room 20.5
3	<b>Calculator Skills</b> 12/3/2012 Room 11.210	<b>Presenting in class (i)</b> 13/3/2012 Room 11.210	<b>Study at university</b> 14/3/2012 Room 20.5	<b>Developing a critical argument (i)</b> 15/3/2012 Room 20.5
4	<b>Algebra for Business students</b> 19/3/2012 Room 11.210	<b>Presenting in class (ii)</b> 20/3/2012 Room 11.210	<b>Exam Preparation</b> 21/3/2012 Room 20.5	<b>Developing a critical argument (ii)</b> 22/3/2012 Room 20.5
5	<b>Maths for Chemistry students (i)</b> <b>Scientific notation</b> 26/3/2012 Room 11.210	<b>Manipulating fractions, for teachers (i)</b> <b>Definitions, <math>\times</math>, <math>\div</math></b> 27/3/2012 Room 11.210	<b>Effective referencing (i)</b> 28/3/2012 Room 20.5	
6	<b>Maths for Chemistry students (ii)</b> <b>Conversions</b> 2/4/2012 Room 11.210	<b>Manipulating fractions, for teachers (ii)</b> <b>Equivalence, <math>+</math>, <math>-</math></b> 3/4/2012 Room 11.210	<b>Effective referencing (ii)</b> 4/4/2012 Room 20.5	
<b>RECESS</b>				
7		<b>Essay Writing: Process &amp; Product (i)</b> 17/4/2012 Room 11.210		
8		<b>Essay Writing: Process &amp; Product (ii)</b> 24/4/2012 Room 11.210		
9		<b>Developing a critical argument (i)</b> 1/5/2012 Room 11.210	<b>Effective referencing (i)</b> 2/5/2012 Room 20.5	
10		<b>Developing a critical argument (ii)</b> 8/5/2012 Room 11.210	<b>Effective referencing (ii)</b> 9/5/2012 Room 20.5	
11			<b>Exam Preparation</b> 16/5/2012 Room 20.5	

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Workshop Title	Description
<b>Study at university</b>	(1 hour) Studying at university involves preparing research, reading, writing, and getting assessments completed by due dates. We offer some ways to help organise yourself and your work.
<b>Reading Strategies</b>	(2 x 1 hour) Studying for a degree involves a lot of reading. Learn how to identify essential information and to take useful notes. We give some useful tips on how to look for relevant articles, organise your reading and begin to develop some analytical skills.
<b>Effective Referencing</b>	(2 x 1 hour) Which referencing style do you have to use? When should you use direct or indirect quotations? Where is it appropriate to summarise or paraphrase? What is plagiarism? How can you avoid it? This workshop provides answers to these questions and will help you develop and practise strategies to effectively use referencing in academic writing.
<b>Vocabulary in academic writing</b>	(1 hour) This workshop showcases resources and strategies to help you develop the general and specialist vocabularies you need in tertiary studies. This workshop includes an online blog.
<b>Presenting in class</b>	(2 x 1 hour) Many subjects expect you to present your knowledge by talking in a class. Learn some ways of making the task easier; reduce your nerves; and organise the talk to get the best marks you can. You'll have the opportunity to practise speaking in front of others.
<b>Pronunciation</b>	(2 x 1 hour) English pronunciation is often difficult. This workshop is designed to help you speak more clearly which is useful when communicating with others in class, at work and at home.
<b>Report Writing</b>	(2 x 1 hour) Reports are the second most used form of assignment. We will examine the writing style, structure and referencing techniques of academic reports and case studies. We focus on developing a logical and critical argument in the structure of the report.
<b>Essay Writing: Process and product</b>	(2 x 1 hour) These workshops aim to introduce you to the basic principles of academic essay writing. They begin with a focus on the process of writing, from analysing the question, conducting the research, and organising your ideas to producing a well-argued and well-referenced essay.
<b>Developing a critical argument</b>	(2 x 1 hour) This workshop is for students with some experience of essay writing who would like to develop their skills further. We look at ways to use research to strengthen your argument and provide a focused and critical response to the essay question.
<b>Exam preparation</b>	(1 hour) Exams are often difficult. Learn how to prepare for them and what to do on the day to reduce your stress.
<b>Calculator Skills</b>	(1 hour) This workshop will look at applying certain functions on your scientific calculator and will provide a basis for calculating using formulas in your maths/statistics course. It will be especially useful for students who have not studied maths for a while.
<b>Using algebra for Business students</b>	<b>Solving equations and rearranging formulas:</b> This workshop will help Business and other students who need to be able to use and solve equations. It will look at how to apply those techniques to rearranging formulas so they can be solved for any of their unknowns.
<b>Maths for Chemistry students (i)</b>	<b>Scientific notation:</b> Chemistry and other students need to be able to express or read and understand numbers in Scientific notation. This workshop will review the techniques involved.
<b>Maths for Chemistry students (ii)</b>	<b>Conversions:</b> Chemistry and other students need to be able to convert between measurements in the Metric system. This workshop will provide methods to help you in this process.
<b>Manipulating fractions for teachers (i)</b>	<b>Definition, <math>\times \div</math>:</b> Fractions? Yes! This workshop will review the meanings of fractions and the procedures involved in multiplying and dividing them.
<b>Manipulating fractions for teachers (ii)</b>	<b>Equivalence, <math>+, -</math>:</b> Now that you know the meaning of fractions, we will discuss how fractions can be equivalent to one another. We will then review how to add and subtract them.

