



Academic Writing Series

Grammar Series

Study Skills Series

Assignment Writing Series

Pronunciation & Presentation Series

Avoiding Plagiarism Series

Week	Mon 11:00 – 12:30 <i>CB10.02.450B*</i>	Mon 12:00 – 14:00 <i>CB08.04.010*</i>	Tue 14:00 – 15:30 <i>CB04.04.321*</i>	Tue 14:00 – 15:30 <i>CB10.02.450A*</i>	Tue 17:00 – 18:30 <i>rooms: see below</i>	Wed 11:00 – 12:30 <i>CB11.B2.101*</i>
2	31-Jul Writing at University	31-Jul Grammar 1	1-Aug Listening & Note-taking	1-Aug Essay Writing 1	1-Aug Practising Pronunciation 1 <i>CB08.05.002</i>	2-Aug Writing at University (R)
3	7-Aug Analysing & Planning Assignments	7-Aug Grammar 2	8-Aug Reading & Note-making	8-Aug Essay Writing 2	8-Aug Practising Pronunciation 2 <i>CB11.05.102</i>	9-Aug Analysing & Planning Assignments (R)
4	14-Aug Critical Thinking & Writing	14-Aug Grammar 3	15-Aug Paraphrasing, Summarising & Quoting	15-Aug Report Writing	15-Aug Practising Pronunciation 3 <i>CB10.02.410</i>	16-Aug Critical Thinking & Writing (R)
5	21-Aug Improve your writing: Developing Arguments	21-Aug Grammar 4	22-Aug Exam Revision & Preparation	22-Aug Literature Review	22-Aug Practising Pronunciation 4 <i>CB10.02.470</i>	23-Aug Improve your writing: Developing Arguments (R)
6	28-Aug Improve your writing: Editing & Proofreading			29-Aug Reflective Writing	29-Aug Giving Presentations <i>CB06.06.115</i>	30-Aug Improve your writing: Editing & Proofreading (R)

Week	Wed 11:00 – 12:30 <i>CB05B.03.029*</i>	Thu 13:00 – 14:30 <i>CB10.02.330*</i>	Thu 14:00 – 15:30 <i>CB05C.02.045*</i>	Fri 12:00 – 14:00 <i>rooms: see below</i>	Fri 13:00 – 14:30 <i>CB04.03.341*</i>
2	2-Aug Avoiding Plagiarism	3-Aug Essay Writing 1 (R)	3-Aug Listening & Note-taking (R)	4-Aug Grammar 1 (R) <i>CB05C.02.036</i>	4-Aug Avoiding Plagiarism (R)
3	9-Aug Referencing: Harvard UTS & APA	10-Aug Essay Writing 2 (R)	10-Aug Reading & Note-making (R)	11-Aug Grammar 2 (R) <i>CB11.B2.103</i>	11-Aug Referencing: Harvard UTS & APA (R)
4	16-Aug TURNITIN: What? Why? How?	17-Aug Report Writing (R)	17-Aug Paraphrasing, Summarising & Quoting (R)	18-Aug Grammar 3 (R) <i>CB10.03.440</i>	18-Aug TURNITIN: What? Why? How? (R)
5		24-Aug Literature Review (R)	24-Aug Exam Revision & Preparation (R)	25-Aug Grammar 4 (R) <i>CB05D.02.019</i>	
6		31-Aug Reflective Writing (R)			

*Room number for below workshops

** (R) = repeat session

Workshop descriptions

Workshop series	1	2	3	4	5
Academic Writing Learn how to write well as a university student in the WRITING Series. It is essential that you meet your lecturer's expectations in your assignments, which include your ability to answer the assignment question, and to write academically, clearly, accurately and critically.	Writing at University <ul style="list-style-type: none"> Writing in academic style Characteristics of academic writing Types of academic writing Lecturers' expectations 	Analysing & Planning Assignments <ul style="list-style-type: none"> How to unpack an assignment question Understanding the marking criteria How to plan from start to finish 	Critical Thinking & Writing <ul style="list-style-type: none"> What it means to think, read and write critically in an academic context Distinguishing between descriptive and critical/analytical writing Finding your academic voice Reviewing the language of critical writing 	Developing Arguments <ul style="list-style-type: none"> What is an argument in the academic context? What is a strong and sound argument? How to evaluate, synthesise and present evidence from your sources 	Editing & Proofreading <ul style="list-style-type: none"> Editing to ensure that you have answered the question Proofreading your writing for grammatical accuracy Using a checklist for editing and proofreading
Assignment Writing The ASSIGNMENT Series covers the common types of assignments such as essays, reports, literature reviews and reflective writing. Learn how to answer and logically structure these, and do well in your assignments.	Essay Writing 1 <ul style="list-style-type: none"> Essay structure What is a paragraph? Paragraph types Paragraph structure Coherent and cohesive paragraphs 	Essay Writing 2 <ul style="list-style-type: none"> Essays vs reports Characteristics of analytical and critical essays How to incorporate evidence to support your arguments How to integrate sources in your writing 	Report Writing <ul style="list-style-type: none"> Report types Reports vs essays Report structure and components Use of tables and figures Appendices 	Literature Review <ul style="list-style-type: none"> What is a literature review? How to review literature in a systematic manner How to structure a literature review How to integrate ideas in a literature review 	Reflective Writing <ul style="list-style-type: none"> Understand why lecturers set reflective assignments Learn what to reflect on Understand the style & stages of reflective writing View real-life examples
Study Skills The essential STUDY SKILLS covered in these workshops will help you become a more successful student - from self-management to tips in exam revision and assignment preparation. Study hard, but also study smart!	Listening & Note-taking <ul style="list-style-type: none"> Active listening skills Strategies for getting the most out of lectures Note-taking skills during lectures Listening & note-taking activities 	Reading & Note-making <ul style="list-style-type: none"> How to manage your readings How to read academic texts such as journal articles How to read efficiently and critically How to make notes while reading for assignments or exam revision 	Paraphrasing, Summarising & Quoting <ul style="list-style-type: none"> Learn how to distinguish differences between paraphrasing, summarising and quoting Learn how to use other people's words correctly Use reporting verbs effectively Complete practical paraphrasing activities in class 	Exam Revision and Preparation <ul style="list-style-type: none"> How to revise and prepare for your exams Different exam question types, and how to answer them How to plan strategically so you can perform well in exams Using past year exam papers to help you plan and prepare 	
Presentation & Pronunciation These workshops aim to help you to improve your COMMUNICATION skills, academically and professionally. You will learn how to present yourself with confidence in front of your class or in a professional setting. Practising Pronunciation 1-4 is offered to non-native speakers of English who are concerned about not speaking clearly. We can identify what the issues are and provide you with guided practice to overcome them.	Giving Presentations <ul style="list-style-type: none"> How to deal with nerves when presenting How to structure a presentation Effective use of visual aids Targeting your audience Use of body language and non-verbal communication 	Practising Pronunciation 1-4 <ul style="list-style-type: none"> Learn more about English pronunciation and how to speak clearly Lots of opportunities to practise pronunciation with native speakers of English and other students Get immediate feedback on where and how you can improve your pronunciation 			
Avoiding Plagiarism ACADEMIC dishonesty or plagiarism is a serious offence at university. To avoid plagiarism, learn how to integrate and reference evidence in your writing, and to paraphrase, summarise and/or quote from your sources. You will also be introduced to Turnitin, which can be a learning tool to improve the quality of your writing.	Avoiding Plagiarism <ul style="list-style-type: none"> What is plagiarism or academic integrity? How to avoid it Paraphrasing, summarising, quoting and referencing Interactive online activities 	Understanding TURNITIN <ul style="list-style-type: none"> What is Turnitin? What does the similarity index mean? How to understand a Turnitin report How to improve your writing using a Turnitin report 	Referencing: Harvard (UTS) and APA <ul style="list-style-type: none"> Why reference, and how to reference In-text citation and reference list Practical referencing activities 		
Grammar Each of the workshops in the GRAMMAR Series focuses on specific grammatical issues commonly found in students' writing. The aim is to help you be aware of these issues and understand them in order to increase the clarity and accuracy in your writing.	Grammar 1 <ul style="list-style-type: none"> Parts of speech (word forms) Subject-verb agreement Practice exercises in class 	Grammar 2 <ul style="list-style-type: none"> Verbs & tenses Reporting verbs Practice exercises in class 	Grammar 3 <ul style="list-style-type: none"> Articles Prepositions Punctuation Practice exercises in class 	Grammar 4 <ul style="list-style-type: none"> Common grammatical errors Review and consolidation Practice exercises in class 	