

Want to become a HELPS student?

Register at <http://helps-booking.uts.edu.au>

## WORKSHOPS

- You must register online <http://helps-booking.uts.edu.au> as places are limited
- Workshops are free of charge
- You may be required to complete a CAF if you are a local student

## Study + Reading Skills

### Active listening & note-taking in lectures <sup>NEW</sup>

Thu 6 Aug 12:00-13:30 CB06.06.116

**Target group:** all students

**What it covers:** "I have difficulty catching everything the lecturer says. What can I do to improve my listening skills and how can I take meaningful notes while listening at the same time?" This workshop will provide you with strategies to prepare for each stage of the listening process – before, during and after a lecture – as well as tips for recognising lecture language. Accurate and concise recording of material delivered during a lecture will also be covered.

### Reading and note-making strategies

Tuesday 18 Aug 17:00-18:30 CB10.02.320

Repeat:

Thu 27 Aug 12:00-13:30 CB02.07.009

**Target group:** all students

**What it covers:** "I have so much to read and so little time. How do I know which is more important?" This workshop introduces you to the reading and note-making strategies that will help you to read more selectively and critically, and make notes to prepare for an assignment and/or exam revision.

### Exam preparation

Fri 11 Sep 12:00-13:30 CB02.07.008

Repeat:

Thu 22 Oct 12:00-13:30 CB02.07.009

**Target group:** all students

**What it covers:** "How do I prepare for my exams? What kinds of questions will be asked? What is the best approach to answer them?" This workshop focuses on practical approaches to revise and prepare for your exams, the types of exam questions and how to plan strategically so that you can tackle an exam more confidently.

## Writing Skills

### Writing in academic style

Tue 4 Aug 17:00-18:30 CB06.06.109

Repeat:

Wed 12 Aug 11:00 – 12:30 CB02.07.008;

Thu 20 Aug 12:00 – 13:30 CB02.07.009

**Target group:** all students

**What it covers:** "How do I make my writing sound more academic?" This workshop focuses on the common characteristics of academic writing across all disciplines, e.g. how to sound more formal; how to express your opinion and attitude, and be impersonal at the same time; and how to be more concise.

### Analysing an assignment question and planning for an assignment

Fri 7 Aug 12:00 – 13:30 CB02.07.004A

Repeat:

Thu 13 Aug 12:00 – 13:30 CB06.06.116

**Target group:** all students

**What it covers:** "I don't understand the assignment question, and what is required of me." "I have an assignment due soon, but I don't know where and how to begin." This workshop helps you to (1) identify the key words and break down an assignment question so you can address each component adequately and comprehensively; and (2) plan for an assignment before you embark on writing the first draft.

### Critical thinking <sup>NEW</sup>

Tue 1 Sep 17:00 – 18:30 CB10.02.410

Repeat:

Thu 8 Oct 12:00 – 13:30 CB02.07.005

**Target group:** all students

**What it covers:** "What does 'being critical' mean? How can I be a critical reader and writer?" This workshop focuses on what it means to think, read and write critically in the academic context. The workshop will include practice in approaching a text critically.

### Developing an argument <sup>NEW</sup>

Thu 10 Sep 12:00 – 13:30 CB06.06.116

**Target group:** all students

**What it covers:** "My tutor says my writing is too descriptive, that I need to be more critical and develop strong arguments to support my position." This workshop will help you learn how to develop a strong and sound argument by evaluating, synthesising and presenting evidence from your research in order to validate your opinion/position.

### Paraphrasing, summarising and quoting to avoid plagiarism

Wed 5 Aug 11:00 – 12:30 CB02.07.007

Repeat:

Tue 11 Aug 17:00 – 18:30 CB02.07.004B

**Target group:** all students

**What it covers:** "I always end up copying chunks of text from my readings when I do my assignment as I don't know how to rewrite them in my own words." "My Turnitin similarity index is very high. What should I do?" This workshop provides practical information on how to paraphrase, summarise and quote from your sources to ensure that the information you use is well integrated in your writing.

### Clearer writing through well-structured paragraphs

Tue 8 Sep 17:00 – 18:30 CB02.07.004B

Repeat:

Thu 15 Oct 12:00 – 13:30 CB02.07.009

**Target group:** all students

**What it covers:** "My lecturer says my sentences don't make sense." "Is a one-sentence paragraph okay? Some of my paragraphs are like more than one page. Is that okay?" The workshop focuses on the make-up of a sentence and a paragraph, and how to ensure your ideas flow between sentences and paragraphs, and throughout your writing.

### Writing an essay

Wed 19 Aug 11:00-12:30 CB10.02.450A

Repeat:

Tue 25 Aug 17:00 – 18:30 CB10.02.320

**Target group:** all students

**What it covers:** "This is my first essay at uni, and I'm not sure if I have done it right. How should I structure my essay?" This workshop covers the characteristics of analytical and critical essays (as opposed to descriptive essays) across all disciplines, including how to incorporate evidence to substantiate your arguments.

### Writing a report

Wed 2 Sep 11:00-12:30 CB02.07.007

Repeat:

Tue 13 Oct 17:00 – 18:30 CB02.07.004B

**Target group:** all students

**What it covers:** "This is my first report, and I have absolutely no idea how to organise and structure it. What's the difference between 'executive summary' and 'introduction'?" This workshop introduces students to the different types of reports, a generic report structure, what each component should consist of, and how best to present a report.

### Writing a literature review

Wed 26 Aug 11:00 – 12:30 CB02.07.008

Repeat:

Tue 6 Oct 17:00 – 18:30 CB10.02.410

**Target group:** all students

**What it covers:** "My next assignment is a literature review, but I don't know what to include and how to structure it." This workshop provides information on what a

literature review is; what it means to review the literature; how to review the literature; and how to structure a literature review.

### Editing and proofreading your writing

Thu 10 Sep 12:00 – 13:30 CB06.06.116

**Target group:** all students

**What it covers:** “I’ve finished my assignment, but how do I check it to make sure that I’ve got everything right before I submit it?” This workshop focuses on how to edit your writing for content, and proofread for grammatical accuracy. A checklist will be provided to help you focus on what to look out for when editing and proofreading your writing.

### Grammar review (3 sessions)

**Session 1:** Parts of speech & subject-verb agreement

Wed 7 Oct 11:00 – 12:30 CB06.04.37

**Session 2:** Verb tenses & reporting verbs

Wed 14 Oct 11:00 – 12:30 CB02.07.005

**Session 3:** Articles, prepositions & punctuation

Wed 21 Oct 11:00 – 12:30 CB06.04.37

**Target group:** all students

**What it covers:** “I need help with English grammar. I tend to make many grammatical mistakes in my writing.” These grammar review workshops cover the most common grammatical errors made by students. Students will have opportunities to discuss and practise these grammar items and activities in small groups. You can choose to attend one of the four, or all four workshops.

## Presentation + Speaking Skills

### Giving a presentation

Wed 9 Sep 11:00 – 12:30 CB06.04.37

Repeat:

Tue 20 Oct 17:00-18:00 CB06.06.109

**Target group:** all students

**What it covers:** “I have to do an in-class presentation. How do I prepare for it? What can I do to ensure that my presentation is structured clearly?” The workshop aims to help you plan, organise and structure your oral presentation, and how to use visual aids effectively. Practical information will be provided to help you calm your nerves, and enhance your clarity in speech.

### Let’s practise pronunciation NEW

Week 3 to Week 7 (5 sessions)

Mon 13:00 – 15:00 CB06.06.109

**Target group:** non-English speaking background students

**What it covers:** “My tutor and classmates find it hard to understand what I’m saying. How can I speak more clearly?” At these sessions you will get together with other students to learn more about English

pronunciation and how to speak clearly. The focus will be on practice with Advisors and other students to get feedback on where you can improve.

## ASSIGNMENT ADVICE (FROM WEEK 2 TO WEEK 14)

### Drop-in advice

Drop-in sessions allow you to ask questions about your studies and assessments (except for any subject content matter) without having to make an appointment. Limited to 15 min per session.

Note that we will not be able to check an entire assignment draft in 15 min. If a more in-depth consultation is required, then the HELPS Advisor may book you in for a 40-min one-to-one consultation session.

#### • HELPS Office

Mon to Thu 12:00 – 18:00

Fri 12:00 – 17:00

#### • UTS Library

Tue to Thu 16:00 – 19:00

Sat 13:00 – 16:00

#### • KG campus Library

Tue 14:00 – 17:00

Thu 14:00 – 17:00

### One-to-one consultation by referral

If a HELPS Advisor has ascertained that you need more assistance at the drop-in consultation session, s/he will book you in for a 40-min individual consultation session.

A 40-min individual consultation session may involve:

- discussing an assignment draft, e.g. its structure and coherence; if it has addressed the assessment criteria
- addressing a number of grammar or referencing issues that require assistance
- explaining how to edit your own writing
- preparing for an oral presentation.

Individual consultations via SKYPE may be offered to KG students.

More information: [tinyurl.com/assignment-advice](http://tinyurl.com/assignment-advice)

## WRITE NOW! WRITING SUPPORT SESSION

WriteNow! Writing Support Sessions provide a safe and supportive environment

for you to work on your written assignment with a HELPS Advisor on hand to assist you if and when necessary. Note that the main purpose of these sessions is for you to work on your assignment on your own. You can approach the HELPS Advisor for support during the writing process, but only for a limited amount of time as there are other students who may need help. The HELPS Advisor will not be able to spend hours with you, nor is s/he obliged to read the entire draft. If you have completed a draft and are in need of feedback, you ought to attend a 15-min drop-in session and request a 40-min individual consultation session.

#### • HELPS Annex (CB01.03.14)

Week 3 to Week 14

Mon to Thu 13:00 – 16:00

Please remember to **bring a laptop** to the sessions.

#### • UTS Library (Training Room 2)

Week 3 to Week 14

Fri 13:00 – 17:00

For more information and to book a place: [tinyurl.com/writenowsupport](http://tinyurl.com/writenowsupport)

## ENGLISH SPEAKING PRACTICE

### Conversations@UTS

A great opportunity to practise your English conversation skills and meet new people!

For more information:

[tinyurl.com/helpsconversations](http://tinyurl.com/helpsconversations)

### HELPSMates buddy program

The program matches international students with local students. Sometimes, they exchange languages; sometimes, they get together once a week and speak English. It’s a great way to improve your listening, conversation and pronunciation skills in an informal, Australian way!

For more information or to book a place in an information session:

[tinyurl.com/HELPSMates](http://tinyurl.com/HELPSMates)

## SELF-HELP LEARNING RESOURCES

An online self-learning guide to essential academic skills: [tinyurl.com/self-help-resources](http://tinyurl.com/self-help-resources)


## CONTACT US

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