



# Learning Centre

## Timetable

### March/April Program 2019

4 March - 26 April 2019

Register online Monday 25 February  
[sydney.edu.au/lc](http://sydney.edu.au/lc)

- **You must register online at the Learning Centre website: [sydney.edu.au/lc](http://sydney.edu.au/lc)**
- There is a limit to the number of places available in each workshop.
- Workshops are open to all enrolled University of Sydney students and are free of charge.
- Learning Centre, Room 722, Education Building Manning Road. Phone: 9351 3853  
Email: [learning.centre@sydney.edu.au](mailto:learning.centre@sydney.edu.au)

#### ACADEMIC READING AND WRITING SKILLS

##### Introduction to Critical Reading (3 hours)

- Mon 11 March 12-3pm (No. 6095)
- Fri 22 March 3-6pm (No. 6096)  
Room 722 Education Building A35  
Target group: undergraduates. Bring: example of course reading. Introduces process of critical thinking and reading, practises strategies for evaluating and asking critical questions about readings.

##### Critical Reading of a Research Article (3 hours)

- Mon 11 March 3-6pm (No. 6097)
- Fri 29 March 2-5pm (No. 6098)
- Monday 15 April 2-5pm (No. 6099)  
Room 722 Education Building A35  
Target group: senior undergraduates (3rd year +), Masters and doctoral students. Bring: journal article from field of study. Covers interpreting and asking critical questions about a text and its subject matter.

##### Reading for Effective Notetaking (3 hours)

- Wed 6 March 4-7pm (No. 6100)
- Mon 18 March 9am-12pm (No. 6101)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Bring: example of course reading. Practises strategies for thoughtful note-taking and summarising by identifying structure of text using two different types of text.

##### Foundations of Grammar (No. 6102)

- Tue 19, 26 March, 2 and 9 April 2-4pm (8 hours)  
Room 722 Education Building A35  
Target group: all students. Bring: sample of own writing. This course looks at four basic areas of English grammar (sentence structure, verb groups, verb tenses and noun groups) from the point of view of the academic reader and writer. It will build your understanding of grammatical terminology and description.

##### Functional Grammar for Academic Writing (No. 6103)

- Mon 18, 25 March, 1, 8 and 15 April 5-7pm (10 hours)  
Room 722 Education Building A35  
Target group: students who have successfully completed "Foundations of Grammar" or a grammar diagnostic test. Bring: piece of your own writing. Builds on the workshop Foundations of Grammar and looks at expressing meaning through grammatical choices in academic writing.

##### Essay Writing (12 hours)

- Mon 11, 18, 25 March and 1 April 10am-1pm (No. 6104)  
Room 332 Teachers College A22
- Tue 12, 19, 26 March and 2 April 4-7pm (No. 6105)  
Room 722 Education Building A35
- Wed 13, 20, 27 March and 3 April 11am-2pm (No. 6106)  
Room 722 Education Building A35
- Thu 14, 21, 28 March and 4 April 1-4pm (No. 6107)  
Room 722 Education Building A35
- Fri 15, 22, 29 March and 5 April 9am-12pm (No. 6108)  
Room 722 Education Building A35
- Sat 23 and 30 March, 10am-5pm (No. 6109)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Covers characteristics of persuasive analytical essays for social science and humanities. Focuses on developing an analytical argument and incorporating evidence.

##### Essay Writing (9 hours)

- Tue 23, Wed 24 and Fri 26 April 2-5pm (No. 6110)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Covers characteristics of persuasive analytical essays for social science and humanities.

**SHORT ESSAY WRITING WORKSHOPS:** These workshops cover the same areas as the twelve hour essay workshop, therefore EITHER enrol in the twelve hour workshop OR in the short workshops, not both.

##### Analysing an Assignment Question (2 hours)

- Mon 4 March 1-3pm (No. 6111)
- Mon 18 March 3-5pm (No. 6112)
- Wed 27 March 9-11am (No. 6113)
- Fri 29 March 12-2pm (No. 6114)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Provides strategies for identifying the focus of the question and investigating how the wording of a question affects the structure of the response.

##### Developing an Argument (3 hours)

- Mon 4 March 9am-12pm (No. 6115)  
Room 722 Education Building A35
- Wed 27 March 10am-1pm (No. 6116)  
Room 311 Education Annexe
- Wed 3 April 4-7pm (No. 6117)  
Room 722 Education Building A35
- Tue 16 April 2-5pm (No. 6118)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Focuses on developing an argument by synthesising, evaluating and presenting evidence from relevant literature to substantiate a point of view.

##### Planning an Assignment (2 hours)

- Mon 4 March 3-5pm (No. 6119)
- Wed 20 March 9-11am (No. 6120)
- Mon 1 April 10am-12pm (No. 6121)
- Mon 8 April 9-11am (No. 6122)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Covers the planning and structure of written assignments.

##### Analytical Writing (2 hours)

- Tue 5 March 9-11am (No. 6123)
- Mon 1 April 12pm-2pm (No. 6124)
- Wed 3 April 9-11am (No. 6125)
- Tue 9 April 9-11am (No. 6126)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Looks at the differences between analytical and descriptive writing, and the process involved in developing an analytical approach to ideas and information.

##### Introduction to Critical Writing in Essays (3 hours)

- Tue 5 March 12-3pm (No. 6127)
- Thur 7 March 9am-12pm (No. 6128)
- Fri 15 March 12-3pm (No. 6129)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Identifies the types of university assignments that require a critical approach. Covers developing and demonstrating a critical perspective within essays. Includes examples, language features and writing practice.

##### Using Evidence in Essays (3 hours)

- Tue 5 March 4-7pm (No. 6130)
- Thur 7 March 1-4pm (No. 6131)
- Thur 11 April 11am-2pm (No. 6132)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. Covers evaluating sources of evidence, using evidence critically and to support your argument, synthesising evidence to find patterns and develop your argument and paraphrasing skills.

##### Writing in an Academic Style (2 hours)

- English speaking background students
- Thur 7 March 4-6pm (No. 6133)
- Wed 20 March 2-4pm (No. 6134)
- Mon 8 April 11am-1pm (No. 6135)
- Wed 17 April 10am-12noon (No. 6136)  
Room 722 Education Building A35  
Target group: all students. Bring: draft of current writing. Focuses on some of the characteristics of successful academic writing across all disciplines, e.g. formality, objectivity, conciseness and impersonality.

##### Writing a Critical Review of a Journal Article (3 hours)

- Fri 5 April 9am-12pm (No. 6137)  
Room 438 Teachers College A22
- Wed 10 April 9am-12pm (No. 6138)  
Room 722 Education Building A35  
Target group: undergraduates, postgraduate students (coursework/research). Bring (if possible): the article to be critically reviewed. Covers developing and demonstrating a critical perspective in a critical review of a journal article. Includes examples, language features and writing practice.

##### Writing a Critical Review on a Topic Area (3 hours)

- Fri 29 March 12-3pm (No. 6139)  
Room 448 Teachers College A22
- Fri 5 April 2-5pm (No. 6140)  
Room 448 Teachers College A22  
Target group: senior (3rd year plus) undergraduates, postgraduate students (coursework/research). Covers developing and demonstrating a critical perspective in a more complex critical review of a debate, methodology, theory, topic area, etc. Includes examples, language features and writing practice.

##### Professional Report Writing in the Social Sciences (3 hours)

- Mon 11 March 9am-12pm (No. 6141)  
Room 722 Education Building A35
- Fri 15 March 3-6pm (No. 6142)  
Room 722 Education Building A35  
Target group: undergraduates, Masters by coursework. This workshop focuses on the language resources necessary to develop arguments and critical evaluation in order to (1) respond to a real-life scenario or case study, (2) demonstrate critical analysis of a particular real-world problem, and (3) make recommendations to a course of action by an imagined client, business or government department.

##### Clearer Writing (3 hours)

- English speaking background students
- Wed 13 March 4-7pm (No. 6143)
- Mon 1 April 2-5pm (No. 6144)
- Fri 5 April 12-3pm (No. 6145)  
Room 722 Education Building A35  
Target group: all students. Bring: draft of writing. Aims to make explicit the linking structures in English which make writing clear and logical and includes writing practice in using these structures.

##### Quoting, Summarising and Paraphrasing Evidence (3 hours)

- Wed 6 March 9am-12pm (No. 6146)
- Mon 25 March 9am-12pm (No. 6147)
- Thu 18 April 10am-1pm (No. 6148)  
Room 722 Education Building A35  
Target group: all students. Helps you to identify the differences between quoting and reporting, and gives practice in language strategies to help avoid plagiarism.

##### Language Strategies for Referring to Evidence (2 hours)

- Fri 8 March 4-6pm (No. 6149)
- Tue 16 April 10am-12pm (No. 6150)  
Room 722 Education Building A35  
Target group: all students/first year students. Focuses on the range of grammatical structures, reporting verbs and tenses that are available, and presents guidelines for choosing appropriately.

##### Critical Reflection in the Social and Health Sciences (4 hours)

- Thur 11 April 2-6pm (No. 6151)  
Room 722 Education Building A35  
Target group: all students. This workshop will be helpful for students who are required to describe and reflect on a critical incident; critically respond to and reflect on a real-life scenario; or explain a personal or professional experience from a theoretical perspective in order to demonstrate critical reflection and transform disciplinary knowledge in the social and health sciences.

## STUDY SKILLS

### Procrastination and Managing Time (2 hours)

- Thur 14 March 4-6pm (No. 6152)
  - Wed 20 March 4-6pm (No. 6153)
  - Wed 3 April 2-4pm (No. 6154)
  - Tue 16 April 12-2pm (No. 6155)
- Room 722 Education Building A35
- Target group: all students. Examines current (mis)use of time and practises setting goals, prioritising tasks and planning at semester, weekly and daily levels. Presents strategies for enhancing concentration and dealing with procrastination.

### ORAL PRESENTATION SKILLS

These workshops aim to develop your public speaking skills for tutorial/seminar and conference presentation, and include short practice sessions using video feedback.

Undergraduate English speaking background students

- Tue 19, 26 March and 2 April 9-11am (No. 6156)

Undergraduate non English speaking background students

- Tue 19, 26 March, 2 and 9 April 12-2pm (No. 6157)

Postgraduate English speaking background students

- Thu 21, 28 March and 4 April 11am-1pm (No. 6158)

Postgraduate non English speaking background students

- Thu 21, 28 March, 4 and 11 April 9-11am (No. 6159)

Room 722 Education Building A35

## POSTGRADUATE PROGRAM

### Preparing a Thesis Proposal (3 hours)

- Wed 27 March 2-5pm (No. 6160)

- Wed 17 April 12-3pm (No. 6161)

Room 722 Education Building A35

Target group: Masters by research, doctoral students.

Bring: sample proposal from your department (if available). Provides an overview of the proposal with particular emphasis on the introductory stage and the expression of aims, research questions and hypotheses.

### Preparing for Postgraduate Study - Research (3 hours)

- Mon 18 March 12-3pm (No. 6162)

Room 722 Education Building A35

Target group: Masters by research, doctoral students (early stages). Covers preliminary stages of independent research; planning, research approaches and methodologies, characteristics of quality research, establishing and managing a bibliography.

### Writing a Thesis with Publications (3 hours)

- Tue 12 March 1-4pm (No. 6163)

Room 722 Education Building A35

- Thu 4 April 9am-12pm (No. 6164)

Room 323 Teachers College A22

- Sat 13 April 10am-1pm (No. 6165)

Room 722 Education Building A35

Target group: *doctoral students*. This workshop is based on a study of recent successful theses and will cover: how to write an engaging introduction and a forceful conclusion, avoid duplication in the several literature reviews required, and develop a final overarching argument.

### Writing a Literature Review (6 hours)

- Sat 16 March 10am-1pm & 2-5pm (No. 6166)

Room 722 Education Building A35

- Fri 12 April 10am-1pm & 2-5pm (No. 6167)

Room 722 Education Building A35

Target group: Masters by research, doctoral students. Bring: 4 or 5 research articles relevant to topic, literature review from own field. Examines purpose of review as well as structuring, synthesising and evaluating the literature.

### Writing a Literature Review - with online component

- Fri 22 March 2-5pm (No. 6168)

Room 438 Teachers College A22

Target group: *doctoral and masters by research students*.

Required: *To attend this workshop you MUST have completed the Learning Centre's online OLE 'Writing a Literature Review' as this 3 hour face to face workshop builds on ideas presented in the OLE.* The aim of this workshop is to clarify, and apply to your writing, strategies for structuring your review, and synthesising and evaluating the literature. Bring: any questions you have arising from the OLE, a draft outline of your literature review chapter/s or sections, preferably a draft of a section of your literature review and 5 research articles. To locate the OLE component log into Canvas with your UniKey and password: <https://canvas.sydney.edu.au/>

Then follow the links in this order:

-> OLE (on the left hand side bar)

-> Enrol in Units

-> Foundational and Advanced Communication Skills

-> Writing a Literature Review

### Preparing for Postgraduate Study - Coursework (2 hours)

- Mon 25 March 12-2pm (No. 6169)

Room 722 Education Building A35

Target group: beginning Masters by coursework students.

Covers time management, working in small groups, accessing and managing electronic and print information.

### Writing Coursework Assignments (3 hours)

- Fri 8 March 9am-12pm (No. 6170)

- Fri 5 April 3-6pm (No. 6171)

- Sat 13 April 2-5pm (No. 6172)

Room 722 Education Building A35

Target group: Masters by coursework students. Bring: a draft of a current assignment. This workshop looks at possible structures of coursework assignments, the component parts and the links between them.

### Managing Literature for Coursework (3 hours)

- Fri 8 March 1-4pm (No. 6173)

Room 722 Education Building A35

- Mon 1 April 2-5pm (No. 6174)

Room 435 Education Building A35

- Wed 10 April 2-5pm (No. 6175)

Room 722 Education Building A35

Target group: Masters by coursework students. Bring: 2 articles for a current coursework assignment. This workshop discusses how literature from your field can be used to support argument in your coursework assignment, and looks at strategies for organising your references.

### W.E.L.L.

(Workshops for English Language and Learning) for non English speaking background students

### Writing in an Academic Style (6 hours)

- Thu 21, 28 March and 4 April 4-6pm (No. 6176)

Room 722 Education Building A35

Target group: undergraduates, Masters by coursework.

Bring: draft of current writing. Focuses on some of the characteristics of successful academic writing across all disciplines, e.g. formality, objectivity, conciseness and impersonality.

### Introduction to Critical Reading (3 hours)

- Wed 6 March 1-4pm (No. 6177)

- Mon 15 April 10am-1pm (No. 6178)

Room 722 Education Building A35

Target group: undergraduates. Bring: example of course reading.

Introduces process of critical thinking and reading, practises strategies for evaluating and asking critical questions about readings.

### Reading Strategies (3 hours)

- Fri 22 March 12-3pm (No. 6179)

Room 722 Education Building A35

Target group: undergraduates. Practises basic strategies of skimming and scanning.

### Reading for Effective Notetaking (3 hours)

- Mon 25 March 2-5pm (No. 6180)

Room 722 Education Building A35

Target group: undergraduates, Masters by coursework.

Bring: example of course reading. Practises strategies for thoughtful note-taking and summarising by identifying structure of text, uses two different types of text.

### Clearer Writing (Course No. 6181)

- Sat 6 April 10am-1pm & 2-5pm

Room 722 Education Building A35

Target group: undergraduates, Masters by coursework.

Bring: draft of current writing. Aims to make explicit the linking structures in English which make writing clear and logical and includes writing practice in using these structures.

### Discussion Skills and Working in Groups (3 hours)

- Mon 8 April 2-5pm (No. 6182)

Room 722 Education Building A35

Target group: undergraduates, Masters by coursework.

This workshop provides strategies for effective participation in academic discussion and focussed language practice. It helps you set up personal goals for developing your skills. Also examines challenges of working in groups and teams, and suggests strategies for making groups more effective.

### Pronunciation Skills (No. 6183)

- Tue 23, Wed 24 and Fri 26 April 10am-2pm (12 hours)

Room 722 Education Building A35

Target group: all students. Bring: if possible, your own audio recording device, e.g. phone, MP3, digital recorder.

Provides practise in identifying and correcting common pronunciation problems in English. Develops methods for improving speaking and pronunciation.

#### Develop your grammatical knowledge

- Foundations of Grammar
- Functional Grammar for Academic Writing

#### Develop your essay writing

- The Essay Writing Course
- Analysing an Assignment Question
- Analytical Writing
- Developing an Argument
- Introduction to Critical Writing in Essays
- Planning an Assignment

#### Develop using evidence skills in your writing

- Language Strategies for Referring to Evidence
- Quoting, Paraphrasing and Summarising Evidence
- Using Evidence in Essays

#### Develop a clear academic style

- Clearer Writing
- Writing in an Academic Style

## HOW TO IMPROVE YOUR ACADEMIC LANGUAGE AND LEARNING THROUGH LEARNING CENTRE COURSES

#### Develop your critical reading and thinking skills

- Introduction to Critical Reading
- Critical Reading of a Research Article
- Critical Thinking
- Reading and Note-taking skills
- Reading Strategies

#### Develop your approach to study and exam techniques

- Procrastination and Managing Time
- Practice for Multiple Choice Question Exams
- Practice for Short Answer Exams

#### Develop your oral presentation and discussion skills

- Oral Presentation Skills
- Discussion Skills
- Working in Groups
- Pronunciation Skills

#### Develop your critical writing

- Writing a Critical Review on a Single Text or Object
- Writing a Critical Review on a Topic Area
- Professional Report and Case Study Writing
- Critical Writing in Essays