Preparing for Essay Exams (3 hours)
- Mon 29 May 2-5pm (Course No. 5368)
- Tue 30 May 1-4pm (Course No. 5369)
Room 722 Education Building A35
Target group: undergraduates, Masters by coursework. Bring: examples of past exam questions (if available). Analyses and classifies essay questions, practises outlining and writing essay answers under time pressure.

Procrastination and Managing Time (2 hours)
- Thur 11 May 2-4pm (Course No. 5370)
- Mon 5 June 2-4pm (Course No. 5371)
Room 722 Education Building A35
Target group: undergraduates. 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.

Preparing for Short Answer Exams
- Fri 12, 19, 26 May and 2 June 2-5pm (Course No. 5372)
Room 722 Education Building A35
Target group: all students/first year students. Covers characteristics of persuasive analytical essays for social science and humanities. Focuses on developing an analytical argument and incorporating evidence.

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Clearer Writing (3 hours)
*English speaking background students*
- Mon 22 May 10am-1pm (Course No. 5385)
- Room 722 Education Building A35
Target group: all students. Aims to make explicit the linking structures in English which make writing clear and logical.

Professional Report Writing in the Social Sciences (3 hours)
- Mon 15 May 2-5pm (Course No. 5386)
- 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 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.

**Writing a Critical Review on a Single Text or Object** (3 hours)
- Wed 17 May 10am-1pm (Course No. 5387)
- Room 722 Education Building A35
Target group: undergraduates, postgraduate students (coursework/research). Bring (if possible): the text to be critically reviewed. Covers developing and demonstrating a critical perspective in a critical review of a single text (e.g. a journal article, artwork, film, lesson, policy, experiment, website). Includes examples, language features and writing practice.

**Writing a Critical Review on a Topic Area** (3 hours)
- Wed 24 May 10am-1pm (Course No. 5388)
- Room 722 Education Building A35
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.

**WORKSHOPS FOR ENGLISH LANGUAGE AND LEARNING**
*(for non English speaking background students)*

**Introduction to Critical Reading** (3 hours)
*non English speaking background students*
- Wed 10 May 9am-12noon (Course No. 5389)
- 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)
*non English speaking background students*
- Mon 8 May 10am-1pm (Course No. 5390)
- Room 722 Education Building A35
Target group: undergraduates. Bring: example of course reading. Practises basic strategies of skimming and scanning.

**Oral Presentation Skills - Undergraduate** (8 hours)
*non English speaking background students*
- Thur 11, 18, 25 May and 1 June 9-11am (Course No. 5391)
- Room 722 Education Building A35
Bring: Your notes/visuals for presentation. This workshop aims to develop your public speaking skills for tutorial and seminar presentations and includes the opportunity to schedule individual sessions with the lecturer to practise your presentation.

**Oral Presentation Skills - Postgraduate** (8 hours)
*non English speaking background students*
- Thur 11, 18, 25 May and 1 June 11am-1pm (Course No. 5392)
- Room 722 Education Building A35
Bring: Your notes/visuals for presentation. These workshops aim to develop your public speaking skills for tutorial/seminar and conference presentation, and include short practice sessions using video feedback.

**POSTGRADUATE SKILLS**

**Preparing a Thesis Proposal** (3 hours)
- Mon 15 May 10am-1pm (Course No. 5394)
- 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.

**Writing a Literature Review** (6 hours)
- Tue 23 May 10am-1pm and 2-5pm (Course No. 5395)
- Room 722 Education Building A35
Target group: Masters by research, doctoral students. Bring: 4-5 research articles relevant to topic, literature review from own field. Examines purpose of review as well as structuring, synthesising and evaluating the literature.

**Writing Coursework Assignments** (3 hours)
- Tue 9 May 2-5pm (Course No. 5396)
- Room 722 Education Building A35
Target group: Masters by coursework. 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 Assignments** (3 hours)
- Wed 10 May 3-6pm (Course No. 5397)
- Room 722 Education Building A35
Target group: Masters by coursework. 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.

**Oral Presentation Skills - Postgraduate**
*English speaking background students*
- Fri 12, 19 and 26 May 11am-1pm (6 hours)
(Course No. 5398)
- Room 722 Education Building A35
Bring: Your notes/visuals for presentation. This workshop aims to develop your public speaking skills for tutorial and seminar presentations and includes the opportunity to schedule individual sessions with the lecturer to practise your presentation.

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

**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
- 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 your oral presentation and discussion skills**
- Oral Presentation Skills
- Discussion Skills
- Working in Groups
- Pronunciation Skills

**Develop a clear academic style**
- Clearer Writing
- Writing in an Academic Style

**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 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 case study 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