Preparing for Essay Exams (3 hours)
- Mon 20 May 2-5pm (Course No. 6214)
- Tue 21 May 1-4pm (Course No. 6215)
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 2 May 2-4pm (Course No. 6216)
- Tue 28 May 2-4pm (Course No. 6217)
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 Multiple Choice Exams (3 hours)
- Wed 23 May 3-6pm (Course No. 6218)
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. Covers instruction and wording of multiple choice questions (if available). Analyses and classifies coursework. Bring: examples of past exam questions (if available). Examines exam revision schedules and exam performance strategies, including managing time and dealing with exam anxiety.

Preparing for Short Answer Exams (3 hours)
- Tue 7 May 10am-1pm (Course No. 6212)
- Tue 28 May 10am-1pm (Course No. 6213)
Room 722 Education Building A35
Target group: undergraduates, Masters by coursework. Bring: examples of past exam questions (if available). Analyses and classifies short answer questions, practises outlining and writing short answers under time pressure.

Critical Thinking (3 hours)
- Mon 29 April 2-5pm (Course No. 6223)
- Wed 22 May 10am-1pm (Course No. 6224)
Room 722 Education Building A35
Target group: all students. Bring: a reading (article/book chapter) from a discipline you are studying. Considers what it means to think critically, offers a step-by-step perspective on critical thinking, includes practice in thinking critically about a text in your own discipline.

Critical Reading of Research Articles (3 hours)
- Mon 13 May 2-5pm (Course No. 6225)
Room 722 Education Building A35
Target group: senior undergraduates (3rd year plus), Masters and doctoral students. Bring: journal article from field of study. Covers interpreting and asking critical questions about a text and its subject matter.

Foundations of Grammar (8 hours)
- Fri 3, 10, 17 and 24 May 9-11am (Course No. 6226)
Room 452 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. Please bring a sample of your course reading, and a sample of your writing.

Functional Grammar for Academic Writing (8 hours)
- Wed 1 May 12-3pm (Course No. 6227)
Room 722 Education Building A35
Target group: students who have successfully completed the workshop "Foundations of Grammar" or a grammar diagnostic test. Bring: sample of your own writing. Builds on "Foundations of Grammar" and looks at expressing meaning through grammatical choices in academic writing.

Evidence (3 hours)
- Wed 15 May 2-5pm (Course No. 6229)
Room 722 Education Building A35
Target group: all students/first year students. Helps you to identify the differences between quoting and reporting, and gives practice in language strategies to help avoid plagiarism.

Writing in an Academic Style (2 hours)
- Thu 30 April 12noon-2pm (Course No. 6230)
- Tue 21 May 10am-12noon (Course No. 6231)
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.
Clearer Writing (3 hours)  
English speaking background students  
• Mon 13 May 10am-1pm (Course No. 6232)  
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 6 May 2-5pm (Course No. 6233)  
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 of a Journal Article (3 hours)  
• Wed 8 May 10am-1pm (Course No. 6234)  
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)  
• Wed 15 May 10am-1pm (Course No. 6235)  
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 1 May 9am-12noon (Course No. 6236)  
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 29 April 10am-1pm (Course No. 6237)  
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 2, 9, 16 and 23 May 9-11am (Course No. 6238)  
Room 722 Education Building A35  
Target group: undergraduates. Bring: 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 2, 9, 16 and 23 May 11-1pm (Course No. 6239)  
Room 722 Education Building A35  
Target group: Masters by coursework. Bring: 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 6 May 10am-1pm (Course No. 6240)  
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 14 May 10am-1pm and 2-5pm (Course No. 6241)  
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 30 April 2-5pm (Course No. 6242)  
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 1 May 3-6pm (Course No. 6243)  
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 3, 10 and 17 May 11am-1pm (6 hours) (Course No. 6244)  
Room 722 Education Building A35  
Target group: Masters by coursework. Bring: 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 a clear academic style  
• Clearer Writing  
• Writing in an Academic Style

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