

student workshops



University
of Worcester

**Student Services and
Information & Learning
Services**

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www.worcester.ac.uk/workshops

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To book your free workshop, visit www.worcester.ac.uk/workshops

Looking to develop your study skills?

Want some expert advice?

Then take advantage of our free workshops. Improving your academic skills will help you to achieve your academic potential. The workshops will help you to improve your research skills and help you to communicate your findings effectively.

Booking your workshop:

Look at the information in this booklet and decide which ones you would like to attend then follow the steps below:

- 1 Visit www.worcester.ac.uk/workshops
- 2 Find the workshop title that you want to book (checking the time and date are correct). Click on the 'book' link
- 3 Submit your name, student number and email address

You will then receive an email confirming your place AND the room number for the workshop you've booked.

Basic IT

This session will show you the IT basics that you'll need to write and submit your first assignments (covering Microsoft word functions, how to save your work and University email)

DATE: 28 Sept, 30 Sept, 4 Oct

TIME: 12.15pm - 1.15pm

DATE: 3 Feb

TIME: 12.15pm - 1.15pm

Preparing for Study

Maximise your time and effort – good organisation streamlines your workload. Learn how to prioritise demands to enable you to maximise your time and studies most effectively AND the essentials of successful study at this level. Bring coloured pens and your lecture timetable with you (if possible).

DATE: 6 Oct

TIME: 10.15am - 11.45am

DATE: 2 Feb

TIME: 2.15pm - 3.45pm

Learning Styles

Do you know how you learn best? This session will enable you to discover your individual learning style and identify your current strengths and weaknesses – with ways to maximise and support them to make your learning more effective.

DATE: 12 Oct

TIME: 2.15pm - 3.45pm

DATE: 10 Feb

TIME: 2.15pm - 3.45pm

Academic writing

This workshop focuses on writing style and how to construct an essay. It will include the purpose of introductions and conclusions, how to use words to link sentences and paragraphs, how to paraphrase and when to use quotations

DATE: 19 Jan

TIME: 6.15pm - 7.45pm

DATE: 13 April

TIME: 6.15pm - 7.45pm

Academic writing for top-up students

Specifically for top-up students, this workshop focuses on writing style and how to construct an essay. It will include the purpose of introductions and conclusions, how to use words to link sentences and paragraphs, how to paraphrase and when to use quotations.

DATE: 12 Oct

TIME: 9.15am - 10.45am

DATE: 14 Oct

TIME: 2.15pm - 3.45pm

Maths skills for nursing and midwifery students

This session reviews your maths skills and covers essential techniques, as well as identifying sources of help and support. Please bring along any maths specific queries.

DATE: 13 Oct

TIME: 2.15pm - 3.45pm

DATE: 2 March

TIME: 10.15am - 11.45am

Introduction to Refworks*

Learn how to store and manage the references you find for your work and create automatic bibliographies in your word documents.

DATE: 15 Oct, 15 Feb

TIME: 12.15pm - 1.45pm

DATE: 18 Nov, 18 March

TIME: 1.30pm - 3pm

DATE: 19 April

TIME: 2.45pm - 3.45pm

* 1-2-1 also available

Getting started, Independent study for top-up students

As a top-up student you will need to get started on your independent study as soon as possible. This session explains what an independent study is; demonstrates different types of independent study, and will take you through each stage of an independent study from thinking of a topic to submission.

DATE: 18 Oct

TIME: 1.45pm - 3.15pm

DATE: 21 Oct

TIME: 6.15pm - 7.45pm

Essay writing

This workshop will look at breaking down essay titles, understanding learning outcomes and planning your essays and workload to enable you to successfully fulfil your assignment requirements. It will also cover the importance of introductions, conclusions, arguments, signposting and the grading of work. Bring your module outlines with you.

DATE: 19 Oct

TIME: 6.15pm - 7.45pm

DATE: 20 Oct

TIME: 10.15am - 11.45am

DATE: 8 Feb

TIME: 6.15pm - 7.45pm

DATE: 9 March

TIME: 2.15pm - 3.45pm

Finding journal articles and other resources for your assignment*

Looking for information for your assignment? This workshop provides tips on searching databases and the web effectively to find quality resources. The workshop will show you how to access material from other universities and libraries.

DATE: 22 Oct

TIME: 12.15pm - 1.15pm

DATE: 26 Nov

TIME: 12.15pm - 1.15pm

DATE: 25 Feb

TIME: 12.15pm - 1.15pm

* 1-2-1 also available

Open Workshop

This is an open workshop where you can get one to one attention for any questions/ concerns you may have about study skills. Have a look at your previous work, bring your feedback from your assignments and get some individual advice.

DATE: 26 Oct

TIME: 2.15pm - 3.45pm

DATE: 22 Feb

TIME: 2.15pm - 3.45pm

Reading and note-taking

This session demonstrates how to select and read appropriate academic sources and take effective meaningful notes. It will show also show how this facilitates essay planning and exam preparation. Bring your module outlines and an article / text with you.

DATE: 28 Oct

TIME: 6.15pm - 7.45pm

DATE: 10 Nov

TIME: 2.15pm - 3.45pm

DATE: 15 Feb

TIME: 2.15pm - 3.45 pm and 6.15pm - 7.45pm

Intelligent use of the web

Learn how to search the web effectively and evaluate the quality of the information you find.

DATE: 9 Nov

TIME: 12.15pm - 1.45pm

DATE: 8 March

TIME: 12.15pm - 1.45pm

Clever web tools*

Learn how to keep up to date easily in your subject area – how to use RSS feeds and alerting services for latest journal contents, news stories and web site updates.

DATE: 2 Nov

TIME: 12.15pm - 1.45pm

DATE: 31 March

TIME: 12.15pm - 1.45pm

* *1-2-1 also available*

Managing your independent study

This workshop will help you to plan and structure your independent study. It will cover making and storing notes, literature reviews, presenting an argument or hypothesis and how to remain focussed.

DATE: 16 Nov

TIME: 2.15pm - 3.45pm and 6.15pm - 7.45pm

DATE: 1 March

TIME: 2.15pm - 3.45pm and 6.15pm - 7.45pm

Report writing

This session focuses on writing reports and includes reflective writing and Independent Studies. It also includes a brief refresher on the mechanics of writing itself.

DATE: 18 Nov

TIME: 10.15am - 11.45am

DATE: 17 March

TIME: 2.15pm - 3.45pm

Finding resources for your independent study*

Looking for information for your independent study? This workshop provides tips on searching databases and the web effectively to find quality resources. The workshop will also show you how to access material from other universities and libraries.

DATE: 16 Nov

TIME: 12.15pm - 1.45pm

DATE: 8 Feb

TIME: 12.15pm - 1.45pm

* *1-2-1 also available*

Plagiarism and referencing*

What is plagiarism and why is it important? How can you avoid it by proper referencing? Find out the answers to these questions at this workshop.

DATE: 18 Nov

TIME: 12.15pm - 1.45pm

DATE: 18 March

TIME: 12.15pm - 1.45pm

* *1-2-1 also available*

Presentation skills

This session will highlight the presentation skills your lecturers are looking for and improve your confidence and performance in delivering effective presentations.

DATE: 23 Nov

TIME: 2.15pm - 3.45pm

DATE: 22 March

TIME: 2.15pm - 3.45pm

Critical thinking and writing

The ability to be able to think and write critically, are skills needed by all students. This workshop will focus on the types of questions to ask when reading, and will guide you through the process of creating convincing arguments for your assignments.

DATE: 25 Nov

TIME: 6.15pm - 7.45pm

DATE: 16 March

TIME: 6.15pm - 7.45pm

Exam skills

This session looks at ways of enabling you to develop an exam strategy that is tailored to your particular learning style and strengths.

DATE: 2 Dec

TIME: 2.15pm - 3.45pm

DATE: 6 April

TIME: 10.15am - 11.45am

Understanding literature reviews

This workshop examines what a literature review is, why they are used and what to consider when doing one. Please note that it will focus on how to use resources rather than how to locate them.

DATE: 14 Dec

TIME: 6.15pm - 7.45pm

Reflective writing

Whether you need to keep a reflective journal or write a reflective essay, this workshop will explain what reflective writing is and will examine different reflective writing models and how to use them.

DATE: 1 Dec

TIME: 6.15pm - 7.45pm

Time Management

Whether you have 40 minutes or 4 hours a day to study this session will help you make the best use of your time. It will focus on time-saving study skills, dealing with procrastination and managing multiple deadlines.

DATE: 10 Jan

TIME: 6.15pm - 7.45pm

DATE: 31 March

TIME: 6.15pm - 7.45pm

Further information:

Study skills advice sheets

There are fifteen study skills advice sheets covering topics such as: essay and report writing; making oral presentations; taking notes and working in groups. You can pick up any or all of the titles from the Peirson Library or download them from the study skills website at: www.worcester.ac.uk/studyskills.

Study skills website

For further help with study skills, take a look at the study skills website at: www.worcester.ac.uk/studyskills where you'll find a range of study skills resources. For example, you can download free MP3 files on exams, presentations etc, access online referencing guides or link to further sources of help.

Moving On

'Moving On' is a very useful study skills online resource aimed at students returning to education after a break. It covers topics such as: preparing for study, academic writing and teaching methods at university, and includes exercises and tasks for you to practice your skills. You can access 'moving on' at: www.worcester.ac.uk/studyskills

1-2-1

Several of our workshops are also available as one-to-one or small group appointments, which you may arrange directly with the trainer (subject to staff availability). For these look for the '1-2-1 also available' text under the workshop listings and email askalibrarian@worc.ac.uk to arrange a mutually convenient time.



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