

# student workshops



Enabling students to  
fulfil their potential



University  
of Worcester

**Student Services**

**2011/12** August 2011

[www.worcester.ac.uk/workshops](http://www.worcester.ac.uk/workshops)

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To book your free workshop, visit [www.worcester.ac.uk/workshops](http://www.worcester.ac.uk/workshops)

# Looking to develop your study skills?

## Want some expert advice?

Why not take advantage of our free workshops? They are open to all students, you can attend as many sessions as you decide that you need, the workshops will help you to develop your study skills and achieve your academic potential.

## Booking your workshop:

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

- 1** Visit [www.worcester.ac.uk/workshops](http://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.

# Study Skill Days

For new students, we will be running a series of workshops during the first week of semester on the 26<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> September. These will cover topics such as "starting your studies", "academic reading and writing", "time management" and "learning at HE level". For more information and to book your place, go to: [www.worcester.ac.uk/workshops](http://www.worcester.ac.uk/workshops)

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## 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: 27 Sept 2011

TIME: 1.15pm - 2.15pm

DATE: 29 Sept 2011

TIME: 12.15pm - 1.15pm

DATE: 2 Feb 2012

TIME: 12.15pm - 1.15pm

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## 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: 4 Oct 2011

TIME: 10.15am - 11.45am

DATE: 1 Feb 2012

TIME: 2.15pm - 3.45pm

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## 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: 11 Oct 2011

TIME: 2.15pm - 3.45pm

DATE: 9 Feb 2012

TIME: 2.15pm - 3.45pm

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## 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 2012

TIME: 6.15pm - 7.45pm

DATE: 26 April 2012

TIME: 6.15pm - 7.45pm

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Room numbers will be emailed to you when you book your place at [www.worcester.ac.uk/workshops](http://www.worcester.ac.uk/workshops)

## 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: 13 Oct 2011

TIME: 2.15pm - 3.45pm

DATE: 13 Oct 2011

TIME: 6.15pm -7.45pm

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## 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: 12 Oct 2011

TIME: 2.15pm - 3.45pm

DATE: 29 Feb 2012

TIME: 10.15am - 11.45am

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## 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: 17 Oct 2011

TIME: 1.45pm - 3.15pm

DATE: 20 Oct 2011

TIME: 6.15pm - 7.45pm

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## 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: 17 Oct 2011

TIME: 6.15pm - 7.45pm

DATE: 19 Oct 2011

TIME: 10.15am - 11.45am

DATE: 8 Feb 2012

TIME: 6.15pm - 7.45pm

DATE: 7 March 2012

TIME: 2.15pm - 3.45pm

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## 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: 10 Nov 2011

TIME: 2.15pm - 3.45pm

DATE: 28 Feb 2012

TIME: 2.15pm - 3.45pm

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## 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: 7 Nov 2011

TIME: 6.15pm - 7.45pm

DATE: 9 Nov 2011

TIME: 2.15pm - 3.45pm

DATE: 21 Feb 2012

TIME: 2.15pm - 3.45 pm

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## 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: 14 Nov 2011

TIME: 6.15pm - 7.45pm

DATE: 15 Nov 2011

TIME: 2.15pm - 3.45pm

DATE: 1 March 2012

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

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## 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: 17 Nov 2011

TIME: 10.15am - 11.45am

DATE: 15 March 2012

TIME: 2.15pm - 3.45pm

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## 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: 22 Nov 2011

TIME: 2.15pm - 3.45pm

DATE: 20 March 2012

TIME: 2.15pm - 3.45pm

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Room numbers will be emailed to you when you book your place at  
[www.worcester.ac.uk/workshops](http://www.worcester.ac.uk/workshops)

## 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: 24 Nov 2011

TIME: 6.15pm - 7.45pm

DATE: 14 March 2012

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: 1 Dec 2011

TIME: 2.15pm - 3.45pm

DATE: 18 April 2012

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: 8 Dec 2011

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: 30 Nov 2011

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: 9 Jan 2012

TIME: 6.15pm - 7.45pm

DATE: 29 March 2012

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](http://www.worcester.ac.uk/studyskills).

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### Study skills website

For further help with study skills, take a look at the study skills website at: [www.worcester.ac.uk/studyskills](http://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.

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### ILS Support

Help and advice is available from the library, and specifically your Academic Liaison Librarian, on a wide range of topics including:

- Finding journal articles and other resources for your assignments
- Finding resources for your independent study
- Searching the web effectively and evaluating the information you find
- Web tools to keep up to date with information
- Plagiarism and referencing
- Using Refworks

Drop into the library and talk to staff, or contact your Academic Liaison Librarian directly for a one-to-one session using the contact details available on the ILS website: [www.worc.ac.uk/ils/106](http://www.worc.ac.uk/ils/106)



#### Student Services

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