

**SESSION VENUES:** Training Room 1 (TR1), Training Room 3 (TR3) & Training Room 4 (TR4).

### STUDY SKILLS WORKSHOPS

Academic study skills workshops cover a range of the fundamental skills needed to succeed at university. No registration needed.

**Duration & venue:** 50 minutes, Library TR1 unless otherwise stated

**Session times:** 12:30-1:30pm, session repeated at 5:30-6:30pm

**Session details:**

<b>Week 3</b> 25-31 August	
Tuesday	Paraphrasing and Summarising
Wednesday	Writing an Essay
Thursday	Reading with a Purpose
Friday	Oral Presentations 1
<b>Week 4</b> 1-7 September	
Tuesday	Managing your Time and Studies
Wednesday	Critical Thinking
Thursday	Report Writing (TR4)
Friday	Oral Presentations 2 (TR4)
<b>Week 10</b> 13-19 October	
Tuesday	Preparing for exams (5:30pm session held in TR3)
Thursday	Exam Tips

### SELF-HELP ONLINE TRAINING

The following online training is available to all UC students.

**Details:**

Resource	Description	Location
<b>Smarthinking Online Tutoring</b>	Students can schedule an online appointment or connect to a live educator 24/7.	Access Smarthinking from MyUC or from your Moodle site
<b>Chemistry, Finance and Math</b>	Free training is available to students online.	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>
<b>Microsoft Office</b>	Get online training for Microsoft programs, including Word, Excel and PowerPoint	<a href="http://office.microsoft.com/en-gb/support/microsoft-office-2003-2007-2010-training-FX010056500.aspx">http://office.microsoft.com/en-gb/support/microsoft-office-2003-2007-2010-training-FX010056500.aspx</a>
	Lynda.com is a collection of online software training videos.	<a href="http://www.canberra.edu.au/library/research-gateway/research_help/lynda">http://www.canberra.edu.au/library/research-gateway/research_help/lynda</a>

<b>LearnOnline Student Help</b>	Access online help on the following topics: Moodle, Blackboard Collaborate, Mahara e-Portfolio, Urkund, Echo360, and more.	Go to 'Student Help' on the 'Get Help' menu on your Moodle site
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### SPEAK FOR SUCCESS WORKSHOPS

These workshops are for students who are non-native speakers of English wishing to improve their English pronunciation and speaking skills. Students will have opportunities to practice expressions used in the academic setting as well as those used in everyday life through a variety of activities. Students are expected to attend ALL sessions. Online registration is required.

**Duration & venue:** 2 hours, TR1

**Session Times:** Tuesdays 10am-12pm

**Session details:**

<b>Week 2</b> 18-24 August	
Tuesday	Introduction. Word stress.
<b>Week 3</b> 25-31 August	
Tuesday	Word stress, thought groups and pausing.
<b>Week 4</b> 1-7 September	
Tuesday	Phonetics.
<b>Week 5</b> 8-14 September	
Tuesday	Introduction to oral presentations.
<b>Week 6</b> 15-21 September	
Tuesday	Tutorial skills. Oral presentations (cont'd).
<b>Week 7</b> 22-28 September	
Tuesday	Guest facilitator. Topic: Articulation.
<b>Week 8</b> 29 September-5 October	
<b>Class free period. No workshop.</b>	
<b>Week 9</b> 6-12 October	
Tuesday	Intonation. Oral presentations (cont'd).
<b>Week 10</b> 13-19 October	
Tuesday	Australian English.
<b>Week 11</b> 20-26 October 3-9 November	
Tuesday	Oral Presentations on student's academic interests.
<b>Week 12</b> 27 October-2 November	
Tuesday	Evaluations, Games, Certificates & Farewell party.

## THE GRAMMAR & WRITING SERIES

The Grammar & Writing Series aims to assist students to improve their English language skills and complete university assignments. The Grammar & Writing Series also provides a place where students can work together on assignments, share their writing experiences, give and receive constructive feedback. Online registration is needed.

**Duration & venue:** 1.5 hours, Library TR3

**Session times:** 9:30-11:00am

**Session details:**

<b>Week 1</b> 11-17 August	
Friday	Writing academic assignments Grammar Focus: Academic style
<b>Week 2</b> 18-24 August	
Friday	Planning and structuring your writing Grammar Focus: Punctuation
<b>Week 3</b> 25-31 August	
Friday	Building paragraphs Grammar Focus: Verbs and their variants
<b>Week 4</b> 1-7 September	
Friday	Integrating course-Finding your voice Grammar Focus: Active vs passive writing
<b>Week 5</b> 8-14 September	
Friday	Reading and note-taking - Avoiding plagiarism Grammar Focus: Prepositions and articles
<b>Week 6</b> 15-21 September	
Friday	Proofreading and editing your work

For more info & to register for sessions, visit **Academic Skills** <http://www.canberra.edu.au/studyskills>, or follow the **Research Skills Training** link on the Library home page, <http://www.canberra.edu.au/library/research-gateway/research-skills-training>.

# STUDY SKILLS TRAINING

## Semester 2, 2014

### CONTACT US

ACADEMIC SKILLS  
Building 8, UC Library  
T +61 2 6201 2205  
E [as@canberra.edu.au](mailto:as@canberra.edu.au)  
W [www.canberra.edu.au/studyskills](http://www.canberra.edu.au/studyskills)



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