



# ACADEMIC SKILLS AT ARDEN

Appointments

Workshops



# One-to-one Appointments

Your Academic Skills Tutors are available to work with you on a one-to-one basis and can help you develop your academic skills such as:

Academic writing

Structuring assignments

Literature searching

Referencing

And many more...

If you are interested in having an academic skills appointment then you can book one with your Academic Skills Tutor through the 'Academic Skills Tutor Appointments' section of the Study Skills Module or you can email [study-skills@arden.ac.uk](mailto:study-skills@arden.ac.uk)

## Workshop dates and times

Along with our appointments we run a series of workshops throughout the year, these workshops are designed to support you on your academic journey. To attend a workshop all you need to do is visit the Online Classroom Tab of the Study Skills Module where you will be able to access the session or find them in your ilearn calendar.

DAY	DATE	TIME	SESSION
MONDAY	02/11/2020	13:00-14:00	Your Virtual Classroom: Zoom
TUESDAY	03/11/2020	14:00-15:00	Intro to Academic Writing
WEDNESDAY	04/11/2020	17:00-18:00	Referencing (HARVARD)
THURSDAY	05/11/2020	14:00-15:00	Advanced Literature Searching
FRIDAY	06/11/2020	10:00-11:00	Identifying a Research Topic (Dissertation)

DAY	DATE	TIME	SESSION
MONDAY	09/11/2020	13:00-14:00	Intro to the Library
TUESDAY	10/11/2020	14:00-15:00	Paraphrasing and Synthesising
WEDNESDAY	11/11/2020	17:00-18:00	Critical Thinking
THURSDAY	12/11/2020	14:00-15:00	Approaching Assignments
FRIDAY	13/11/2020	10:00-11:00	Your Virtual Classroom: Zoom

DAY	DATE	TIME	SESSION
MONDAY	16/11/2020	13:00-14:00	Rudiments of Writing
TUESDAY	17/11/2020	14:00-15:00	Understanding Plagiarism
WEDNESDAY	18/11/2020	17:00-18:00	Reading & Notetaking
THURSDAY	19/11/2020	14:00-15:00	Proofreading
FRIDAY	20/11/2020	10:00-11:00	Intro to the Library

DAY	DATE	TIME	SESSION
MONDAY	23/11/2020	13:00-14:00	Intro to Academic Writing
TUESDAY	24/11/2020	14:00-15:00	Referencing (OSCOLA)
WEDNESDAY	25/11/2020	17:00-18:00	Advanced Literature Searching
THURSDAY	26/11/2020	14:00-15:00	Identifying a Research Topic (Dissertation)
FRIDAY	27/11/2020	10:00-11:00	Rudiments of Writing

DAY	DATE	TIME	SESSION
MONDAY	30/11/2020	13:00-14:00	Paraphrasing and Synthesising
TUESDAY	01/12/2020	14:00-15:00	Critical Thinking
WEDNESDAY	02/12/2020	17:00-18:00	Approaching Assignments
THURSDAY	03/12/2020	14:00-15:00	Your Virtual Classroom: Zoom
FRIDAY	04/12/2020	10:00-11:00	Intro to Academic Writing

DAY	DATE	TIME	SESSION
MONDAY	07/12/2020	13:00-14:00	Understanding Plagiarism
TUESDAY	08/12/2020	14:00-15:00	Reading & Notetaking
WEDNESDAY	09/12/2020	17:00-18:00	Proofreading
THURSDAY	10/12/2020	14:00-15:00	Intro to the Library
FRIDAY	11/12/2020	10:00-11:00	Paraphrasing and Synthesising

DAY	DATE	TIME	SESSION
MONDAY	14/12/2020	13:00-14:00	Referencing (HARVARD)
TUESDAY	15/12/2020	14:00-15:00	Advanced Literature Searching
WEDNESDAY	16/12/2020	17:00-18:00	Identifying a Research Topic (Dissertation)
THURSDAY	17/12/2020	14:00-15:00	Rudiments of Writing
FRIDAY	18/12/2020	10:00-11:00	Understanding Plagiarism

DAY	DATE	TIME	SESSION
MONDAY	04/01/2021	13:00-14:00	Critical Thinking
TUESDAY	05/01/2021	14:00-15:00	Approaching Assignments
WEDNESDAY	06/01/2021	17:00-18:00	Your Virtual Classroom: Zoom
THURSDAY	07/01/2021	14:00-15:00	Intro to Academic Writing
FRIDAY	08/01/2021	10:00-11:00	Referencing (APA)

DAY	DATE	TIME	SESSION
MONDAY	11/01/2021	13:00-14:00	Reading & Notetaking
TUESDAY	12/01/2021	14:00-15:00	Proofreading
WEDNESDAY	13/01/2021	17:00-18:00	Intro to the Library
THURSDAY	14/01/2021	14:00-15:00	Paraphrasing and Synthesising
FRIDAY	15/01/2021	10:00-11:00	Critical Thinking

DAY	DATE	TIME	SESSION
MONDAY	18/01/2021	13:00-14:00	Advanced Literature Searching
TUESDAY	19/01/2021	14:00-15:00	Identifying a Research Topic (Dissertation)
WEDNESDAY	20/01/2021	17:00-18:00	Rudiments of Writing
THURSDAY	21/01/2021	14:00-15:00	Understanding Plagiarism
FRIDAY	22/01/2021	10:00-11:00	Advanced Literature Searching

DAY	DATE	TIME	SESSION
MONDAY	25/01/2021	13:00-14:00	Approaching Assignments
TUESDAY	26/01/2021	14:00-15:00	Your Virtual Classroom: Zoom
WEDNESDAY	27/01/2021	17:00-18:00	Intro to Academic Writing
THURSDAY	28/01/2021	14:00-15:00	Referencing (HARVARD)
FRIDAY	29/01/2021	10:00-11:00	Reading & Notetaking

DAY	DATE	TIME	SESSION
MONDAY	01/02/2021	13:00-14:00	Proofreading
TUESDAY	02/02/2021	14:00-15:00	Intro to the Library
WEDNESDAY	03/02/2021	17:00-18:00	Paraphrasing and Synthesising
THURSDAY	04/02/2021	14:00-15:00	Critical Thinking
FRIDAY	05/02/2021	10:00-11:00	Approaching Assignments

DAY	DATE	TIME	SESSION
MONDAY	08/02/2021	13:00-14:00	Identifying a Research Topic (Dissertation)
TUESDAY	09/02/2021	14:00-15:00	Rudiments of Writing
WEDNESDAY	10/02/2021	17:00-18:00	Understanding Plagiarism
THURSDAY	11/02/2021	14:00-15:00	Reading & Notetaking
FRIDAY	12/02/2021	10:00-11:00	Proofreading

DAY	DATE	TIME	SESSION
MONDAY	15/02/2021	13:00-14:00	Your Virtual Classroom: Zoom
TUESDAY	16/02/2021	14:00-15:00	Intro to Academic Writing
WEDNESDAY	17/02/2021	17:00-18:00	Referencing (OSCOLA)
THURSDAY	18/02/2021	14:00-15:00	Advanced Literature Searching
FRIDAY	19/02/2021	10:00-11:00	Identifying a Research Topic (Dissertation)

# Workshop



## Intro to Academic Writing:

The Intro to Academic Writing workshop is an introduction to the importance of certain practices within academic writing such as structuring, editing and proofreading your work. It highlights some of the conventions that are useful to adopt in your assignments and what to avoid. Intro to Academic Writing is a good starting point for students hoping to improve their written work, we encourage students who attend this workshop to follow it up with the critical writing workshop.

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## Rudiments of Writing:

The Rudiments of Writing workshop explores the importance of grammar in academic writing. Punctuation is often defined as the stitching that holds written language together and paragraphs as the building blocks of writing. We need to know what the rudiments of a craft are and how to use them, before we can become good at it. This session will explore the basics of punctuation and paragraph writing, as well as how they can improve your written work creating a more cohesive and logical discussion.

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## Paraphrasing and Synthesising:

The Paraphrasing and Synthesising workshop will help you master these essential skills, strengthen your academic voice and critical thinking, and will also help you avoid plagiarism. In this workshop, we will explore the fundamentals of these techniques, and provide clear guidance on how to use them. When used correctly, these skills allow you to demonstrate the depth of your subject understanding, and your ability to combine relevant material from many sources into a unified whole.

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## Critical Thinking:

The Critical Thinking workshops builds on the content covered by the Intro to Academic Writing session. It aims to provide students with a better understanding of how to progress from descriptive writing to a more critical discussion. The session looks at evaluating sources, argument construction and employing more critical language in your writing. For further information on writing styles we encourage you to attend the Paraphrasing and Synthesising workshop to see how to use sources in your assignments.

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## Understanding Plagiarism:

The Understanding Plagiarism workshop starts a discussion about academic integrity and good academic practice. It will introduce you to some of the reasons why referencing will be such an important part of your academic journey and how best to maintain academic integrity so that you can avoid plagiarism. Understanding Plagiarism will introduce you to the basics of referencing but for a more in-depth look at referencing please also attend one of the referencing specific sessions.



## Reading and Note-taking:

The Reading and Note-taking workshop will help you in 'reading for a degree'. Reading such a wide range of sources can be quite challenging so this workshop looks at how you can read more effectively and keep track of the information. You will not only need to make notes about the reading you have done but also the lectures you attend so this workshop will demonstrate a few different styles of note-taking so that you can find one to suit you.

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## Intro to the Library:

The Intro to the Library workshop is a basic introduction to one of the most important online platforms that you will be using during your time at Arden. It provides a basic walkthrough of how to access the library and carry out searches. We encourage students who have attended this workshop to then attend the Advanced Literature Searching workshop to improve their literature searching and building on the skills covered in the Intro to the Library workshop.

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## Advanced Literature Searching:

The Literature Searching workshop will introduce you to some of the more advanced features of the EBSCO Library and Ebook Central Library, the two main platforms that you will be using to find sources for your assignments. This workshop will cover topics such as key word selection, search strategies and using filters to refine your search results. We encourage students to follow up this workshop by attending the Reading and Note-taking workshop so that you can make the most of the literature that you find.

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## Referencing Workshops:

The Referencing workshops give an overview of some of the most common referencing styles, we run separate workshops for Harvard, APA and OSCOLA. Referencing correctly is key to good academic practice, therefore, these workshops focus on citations and how to construct some of the most common types of references. They will also highlight how to best make use of the referencing guides that are available and answer any referencing questions that you might be having difficulty with.

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## Approaching Assignments:

The Approaching Assignments workshop provides students with an overview of how to prepare and submit your assignments. The workshop covers the importance of planning ahead to get your assignment completed on time, considers some of the challenges that you might face during your studies and how to overcome them. If you are struggling with how to get started with an assignment, find yourself procrastinating or just generally want some hints and tips then this workshop could be really useful.



## Your Virtual Classroom:

Your Virtual Classroom introduces you to the virtual classroom where some of your teaching may take place, we offer this session for both Zoom and Adobe Connect depending on whether you are a blended or distance learner. It provides you with some guidance on netiquette as well as giving you a chance to use some of the features provided to help you build your confidence and ask any questions you might have before jumping into your studies.

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## Proofreading:

The Proofreading workshop is designed to help you with the last stages of completing your assignments. Proofreading is an important part of the assignment writing process, if you find that you struggle with proofreading your work or are not sure of where to start then this workshop can help. It aims to walk you through the process of proofreading your own work and provide you with some hints and tips to improve your proofreading ability.

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## Identifying a Research Topic (Dissertation):

The Identifying a Research Topic workshop is for if you are starting to think about your final year research project. Dissertations are an essential part of your degree, it is your chance to work independently on something that you are passionate about. The workshop will help you generate ideas for research topics, assess whether the topic could realistically be carried out and get you started on the first stages of researching your topic.



