



# Get ready – A kete of study and assessment skills

## Study Workshops 2021 – Semester 2

	Monday, 12 July	Tuesday, 13 July	Wednesday, 14 July	Thursday, 15 July
9am – 9:10am	Karakia (Welcome), staff introductions, housekeeping and overview of day Room H236			
9:10am – 10:30am	<b>Workshop 1</b> <b>9:10–10am</b> <b>Finance</b> <ul style="list-style-type: none"> <li>RealMe</li> <li>StudyLink</li> <li>Budgeting advice</li> </ul> <b>10am–10:30am</b> <b>Managing your time</b> <ul style="list-style-type: none"> <li>Tips and tricks to manage time</li> <li>Diaries, planners, devices</li> </ul>	<b>Workshop 3</b> <b>Reading strategies</b> <ul style="list-style-type: none"> <li>Getting the right information</li> <li>Skimming and scanning</li> </ul> <b>Note taking and organising your notes</b> <ul style="list-style-type: none"> <li>Preparing to take notes</li> <li>Note taking techniques</li> <li>Reviewing your notes</li> </ul>	<b>Workshop 5</b> <b>Summarising/paraphrasing</b> <ul style="list-style-type: none"> <li>What is summarising?</li> <li>What is paraphrasing?</li> <li>How to paraphrase</li> </ul>	<b>Workshop 7</b> <b>Moodle</b> <ul style="list-style-type: none"> <li>Navigating Moodle</li> <li>Student Success Online</li> <li>Submitting assignments</li> <li>Gradebook</li> <li>Turnitin</li> <li>LinkedIn Learning</li> </ul>
Room	H236	H236	H236	H237
10:30am – 11am	Morning tea			
11am – 1pm	<b>Workshop 2</b> <b>11am–12pm</b> <b>Google</b> <ul style="list-style-type: none"> <li>Google Classroom</li> <li>Google Docs</li> <li>Slides</li> <li>Sheets</li> <li>E-portfolios: G-Slides and G-Sites</li> </ul> <b>12pm–1pm</b> <b>Office 365</b> <ul style="list-style-type: none"> <li>Setting up devices</li> <li>Word</li> <li>Spreadsheets</li> <li>PowerPoint</li> <li>One Note</li> <li>The Hub</li> </ul>	<b>Workshop 4</b> <b>Academic writing skills</b> <ul style="list-style-type: none"> <li>The marking criteria/schedule/rubric</li> <li>Understand and break down the question</li> <li>Brainstorming</li> <li>Research</li> <li>Organising your argument and evidence</li> </ul>	<b>Workshop 6</b> <b>Essay writing</b> <ul style="list-style-type: none"> <li>Understand the question</li> <li>Essay structure</li> <li>Introductions and conclusions</li> <li>Paragraphs and paragraph structure</li> </ul>	<b>Workshop 8</b> <b>11am–12pm</b> <b>Library resources</b> <ul style="list-style-type: none"> <li>Research/APA/referencing</li> </ul> <b>12pm–1pm</b> <b>Careers &amp; Employability</b> <ul style="list-style-type: none"> <li>Start your journey</li> </ul>
Room	H237	H236	H236	H237



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