

Study Skills Induction for New Learners

# 1. MANAGING TIME AND PLANNING FOR ASSIGNMENTS

**Please note, these workshops are interactive!**

Please turn on your camera when the session starts. Message the lecturer if you are unable to unmute your microphone during the session.

- If you are having difficulties seeing the screen or hearing, sign out and back in again.
- Please mute your microphone when joining the session.
- You can unmute yourself when necessary.

**Session will start at**

**XXXXX**

# QA The Plan for Today – Aims and Objectives

Exploring  
general  
strategies for  
effective time  
management

Using online  
tools to  
maximise your  
self-study time

Learning how to  
use the  
assignment brief  
to plan your  
work

**By the end of the lesson you will be able to:**

Use tools and strategies, alongside the assignment brief, to optimise your self-study time.

# QA **Benefits of good time management**

- ✓ Helps prioritise tasks and activities effectively
- ✓ Increases your productivity and academic performance
- ✓ Reduces stress and enables you to maintain a healthy work/life balance

Task

**Discuss the following questions in groups:**

- 1) In your work or study life, do you often procrastinate?
- 2) Do you have any strategies for overcoming procrastination?
- 3) Do you have any strategies for effective time management in general?

# QA Start with the 'Big Picture'

Start with the big picture- **plan out your term!**

- Identify what modules you are studying
- Record assignment launch dates, draft submission dates and hand-in dates
- Adapt and amend as necessary

★ Sci Principles Section A, B, C Workbook      ★ Enviro Science Labwork Hand Resource Booklet      ★ Enviro Science Poster Workbook

YEAR PLANNER 2019

January	February	March
1 Tue X #1	1 Fri	1 Fri
2 Wed	2 Sat	2 Sat
3 Thu	3 Sun	3 Sun
4 Fri	4 Mon	4 Mon
5 Sat	5 Tue	5 Tue
6 Sun	6 Wed	6 Wed
7 Mon	7 Thu <i>Enviro Science Poster due</i>	7 Thu <i>Academic Skills Presentation due</i>
8 Tue	8 Fri <i>Form + Function booklet due</i>	8 Fri
9 Wed <i>Practical Skills Presentation launch</i>	9 Sat	9 Sat
10 Thu <i>Academic Skills Presentation launch</i>	10 Sun	10 Sun
11 Fri <i>Sci Principles Worksheet launch</i>	11 Mon	11 Mon <i>Book Handling Workbook due</i>
12 Sat	12 Tue	12 Tue
13 Sun	13 Wed	13 Wed
14 Mon	14 Thu	14 Thu
15 Tue	15 Fri	15 Fri <i>Form + Function Booklet feedback K</i>
16 Wed	16 Sat	16 Sat
17 Thu	17 Sun	17 Sun
18 Fri <i>Sci Principles Section A due</i>	18 Mon HT	18 Mon
19 Sat	19 Tue	19 Tue
20 Sun	20 Wed	20 Wed
21 Mon	21 Thu X	21 Thu
22 Tue	22 Fri X	22 Fri
23 Wed	23 Sat X	23 Sat X
24 Thu <i>Academic Skills Essay resource</i>	24 Sun	24 Sun
25 Fri	25 Mon	25 Mon
26 Sat	26 Tue <i>Sci Principles Section B due</i>	26 Tue <i>Sci Principles Section B poster</i>
27 Sun	27 Wed	27 Wed
28 Mon <i>Sci Principles Section B &amp; C due</i>	28 Thu	28 Thu <i>Enviro Science Resource due</i>
29 Tue		29 Fri
30 Wed		30 Sat
31 Thu		31 Sun

## QA Create weekly/daily work plans



Breakdown your larger tasks into smaller **bitesize chunks**

- Create a list of **small, achievable** and **manageable sub-tasks**
- Make these tasks as **specific** as you can. For example:

*Reading* ✘

*Read chapter 1 from Scott and Swenson (2012) and take notes* ✔

- Plan out **when you are going to complete each 'sub-task'**



## Learn from experience!

- ✓ Make a note of how long you expect each task to take
- ✓ Use your experience (if you have any) from similar tasks to estimate how long it may take to complete
- ✓ Make a note of how long it actually took you to complete the task- so you can learn from experience and plan accordingly for future
- ✓ Tick off tasks when they are completed- acknowledge your achievements and reward yourself!



# QA Breakdown your study time! The Pomodoro Technique

A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS

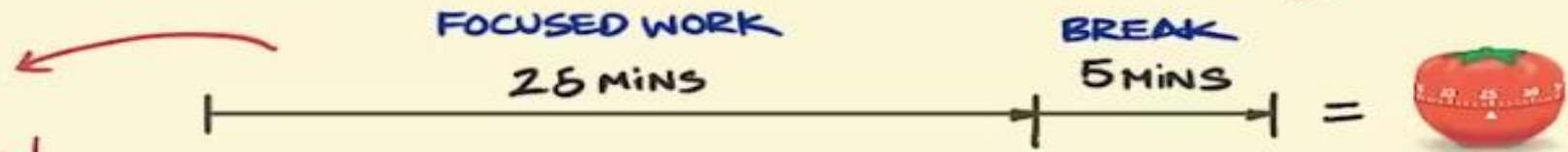


1 PLAN YOUR TASKS  
How many pomodoros might you need?

2 DO 1 POMODORO  
Time for 25 mins then take a 5 min break

NO SNEAKY WORKING!

PROTECT YOUR POMODORO!



3 REPEAT x 4 POMODOROS  
Then take a longer break





## **QA** Time management strategy: Space out your study sessions

- Work for only a short time on each module/project every day (but ensure you do this every day if possible!)
- Be specific and realistic with your planning (know how much is possible and plan accordingly)
- Spacing out your study sessions reduces procrastination

(The Learning Center, University of North Carolina at Chapel Hill, 2021)

# QA Tools for effective time management

1. OneNote



2. Evernote



3. Padlet



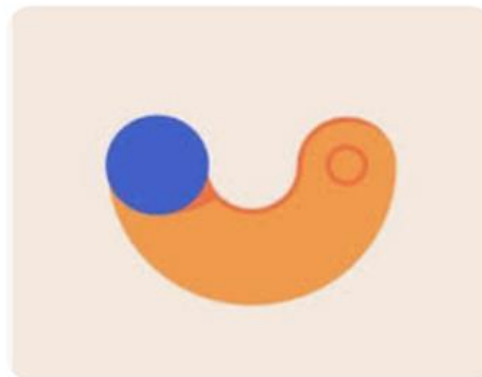
4. Microsoft To Do



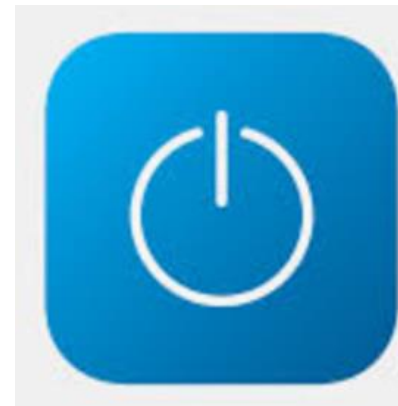
5. Trello



6. Flipd



7. Offtime





# **Using the assignment brief to plan your work**

# QA Purpose of assignments in your programme

Task

## What is the purpose of assignments in your programme?

To enable you to show:

- You have remembered everything the lecturer has said in class
- You can analyse theories in isolation from workplace practice
- You can write an essay on a question of your choice

To enable you to show:

- Your application of key module concepts to well-chosen examples of workplace practice
- Your breadth and depth of independent research
- Your ability to articulate next steps and continuing professional development

Please write your answer in the chat box



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A

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- Your application of key module concepts to well-chosen examples of workplace practice
- Your breadth and depth of independent research
- Your ability to articulate next steps and continuing professional development

B



# Purpose of assignments in your programme

## Full definition

### To enable you to demonstrate:

- Understanding of key concepts in a module
- Breadth and depth of reading
- Ability to make connections between the theory, models and frameworks in the modules and your professional practice
- Ability to articulate own continuing professional development through the module and identify next steps





# Planning to write an assignment

Tasks

- 1) Put these tasks (A-I) into the correct order (1-9)
- 2) Give the total time (in %) devoted to each section (1-5, 6-7, 8-9)

- |   |  |
|---|--|
| 1 | A) Conduct initial research                                |
| 2 | B) Plan your writing, create a skeleton outline            |
| 3 | C) Edit and re-draft                                       |
| 4 | D) Assemble research in one document                       |
| 5 | E) Proofread, spellcheck, conduct further research         |
| 6 | F) Break down the assignment question into component parts |
| 7 | G) Plan your research/self-study time                      |
| 8 | H) Write your first draft                                  |
| 9 | I) Check references against official referencing guide     |

(Adapted from University of Nottingham, 2018)

# QA Planning to write an assignment

- 1 F) Break down the assignment question into component parts
- 2 G) Plan your research/self-study time
- 3 A) Conduct initial research
- 4 D) Assemble research in one document
- 5 B) Plan your writing, create a skeleton outline
- 6 H) Write your first draft
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- 8 E) Proofread, spellcheck, conduct further research
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# QA Planning your time when writing assignments

## ***Planning (1-5)***

**> 50% of total time.**

Break down the assignment question into component parts. Plan your research/self-study time. Conduct initial research. Assemble research in one document. Plan your writing, create a skeleton outline.

## ***Writing (6-7)***

**Around 25-35% of total time.**

Write your first draft. Edit and re-draft.

## ***Checking (8-9)***

**Around 15-25% of total time.**

Proofread, spellcheck, conduct further research. Check references against official referencing guide.

# QA How can the brief help you plan and write a good assignment?

Task

- A**
- Gives the topic of the assignment
  - Specifies the focus
  - Sets out the task and instructions as to how it should be fulfilled
  - Provides details regarding format, word count, referencing style
  - Specifies criteria for different levels of achievement

- B**
- Gives the content of the assignment
  - Always specifies the wordcount per paragraph
  - Sets out the research to be used and instructions on integrating it into your argument
  - Explains how to reference different types of sources

**Please write your answer in the chat box**

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A

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## QA Elements of the assignment brief

Task

Match the element (1-4) to the correct description (A-D)

1) Submission criteria 2) Task description  
3) Learning outcomes 4) Assessment rubric

A *The question you need to answer*

B *What you need to do to get a good score*

C *When and how to submit the assignment*

D *Which module outcomes are being assessed in the assignment*

Which element should be referred to most often when writing an assignment?



# QA Elements of the assignment brief

Element	Description
1) Submission criteria	C) <i>When and how to submit the assignment</i>
2) Task description	A) <i>The question you need to answer</i>
3) Learning outcomes	D) <i>Which module outcomes are being assessed in the assignment</i>
4) Assessment rubric	B) <i>What you need to do to get a good score</i>

**Which element should be referred to most often when writing an assignment? Task description!**

# QA Understanding the task

Task

Match the action verbs (1-6) to the descriptions (a-f) in your group.

Action verb	Description
1) Define	a) Decide on the value of a theory or argument by assessing its relevance, reliability and significance
2) Evaluate	b) Describe the main features (omitting details)
3) Critically analyse	c) Present a precise meaning
4) Justify	d) Consider different sides of an issue
5) Discuss	e) Provide persuasive reasons for your stance, grounded in academic evidence
6) Outline	f) Examine methodically with reference to theory

Which of these do you think will be most challenging?

# QA Understanding the task

Action verb	Description
1) Define	c) Present a precise meaning
2) Evaluate	a) Decide on the value of a theory or argument by assessing its relevance, reliability and significance
3) Critically analyse	f) Examine methodically with reference to theory
4) Justify	e) Provide persuasive reasons for your stance, grounded in academic evidence
5) Discuss	d) Consider different sides of an issue
6) Outline	b) Describe the main features (omitting details)

What is difficult?	What can help?



# General tips

- ✓ Start with the task – make sure you **understand the topic, focus and instruction**
- ✓ Don't worry about starting at the beginning – **just start somewhere!**
- ✓ Writing often helps to **clarify your ideas**
- ✓ **Talk through your ideas** with someone else (for clarity and to generate more ideas)
- ✓ Once you have worked out your main ideas, **think about how to sequence them logically**
- ✓ **Create a plan** – you can always change it later if necessary
- ✓ **Keep revisiting the brief** to ensure you keep on topic
- ✓ **Keep a track of sources** you want to use



# Review

- 1. Blocker apps are especially useful if you are studying online**





# Review

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# Review

**2. Most of your assignment time should be spent on planning and reading**



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# Review

**3. You should continually refer to the assessment rubric during the assignment writing process**



# Review

**3. You should continually refer to the assessment rubric during the assignment writing process**





## You might also like...

See the ACE Team page for self-study resources on the following related topics (and much more):

- **Time Management**
- **Understanding Assignment Briefs**
- **Planning and Drafting**



# Academic Concern?

The ACE Team

## Step 1

Look on the ACE page for resources (3 formats)

[ACE Page](#)

## Step 2

Check the upcoming workshops

[Book a Workshop](#)

## Step 3

If you are still unclear, book in a tutorial

[Book a Tutorial](#)

Thank you for attending today's ACE workshop.  
We would be grateful if you could take 2 minutes  
to complete our **feedback form**.

[ACE Team Feedback Form](#)





# References

The ACE Team

Lifehacker (2019) *Productivity 101: An Introduction to The Pomodoro Technique*. Available at: <https://lifehacker.com/productivity-101-a-primer-to-the-pomodoro-technique-1598992730> (Accessed: 24 April 2024)

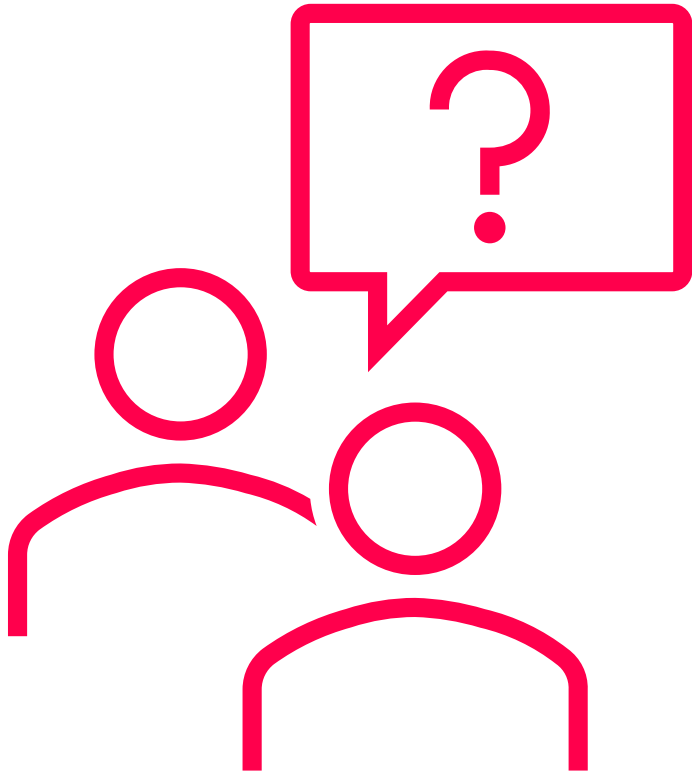
Sketchplanations (no date) *The Pomodoro Technique*. Available at: <https://sketchplanations.com/the-pomodoro-technique> (Accessed: 25 April 2024)

The Learning Center, University of North Carolina at Chapel Hill (2021) *Studying 101: Study Smarter Not Harder*. Available at: <https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder/> (Accessed: 12 February 2024)

University of Northampton (2018) *Writing an Assignment: 10 Steps*. Available at: <https://cpb-eu-w2.wpmucdn.com/mypad.northampton.ac.uk/dist/d/6334/files/2018/07/Writing-an-Assignment-essentials-10-steps-July-2018-1o55utl.pdf> (Accessed: 20 April 2024)

QA

# Any Questions?



**Thank You!**