

# ACE Study Skills Workshops for All Learners

**January - March 2025**

Welcome (or welcome back) from the ACE Team!

The Academic Community of Excellence (ACE) team provide **guidance alongside your classes** on topics such as academic style, critical analysis, referencing, reflective writing, relating theory to practice, research skills, structuring assignments and much more.

## How to Join a Workshop

1. You can **book your place** using the following link to receive an email invitation:  
<https://outlook.office365.com/book/ACEWorkshops1@qlearning.onmicrosoft.com/>
2. You can **download the relevant calendar file** in the table below and add this on Outlook by clicking 'File' > 'Open & Export' > 'Import/Export' > 'Import an iCalendar (.ics) file' > 'Import'.
3. If you'd prefer to join the session on the day you can click on the **relevant joining link** below at the time of delivery.

(These sessions are roughly one-hour long, but the team always dedicates an additional 10 minutes at the end to answering questions.)

## Why Attend?

**Boost Your Knowledge and Confidence:** Gain the skills and self-belief you need to tackle your coursework effectively.

**Interactive Sessions:** Engage with expert instructors and learn from fellow apprentices.

## 'Study Skills Workshops for All Learners' Winter 2025 Schedule

### ⚠ Important

- ACE sessions are **interactive** - please only attend if you are in an environment where you can participate fully.
- **No AI notetakers** are permitted in workshops due to GDPR concerns.

Workshop	Description		
Reading and Notetaking	This session will teach you effective strategies for active reading, helping you to understand and retain information more efficiently. Learn how to identify key points, themes, and arguments in your reading materials. Additionally, we will explore various notetaking techniques that will enable you to organize your thoughts and create useful study aids.		
	Tuesday 21/01/25 12:00 - 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 22/01/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Friday 24/01/25 14:30 - 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

QA Harvard Referencing (not Solent)	Join our essential workshop on referencing and ensure your academic work is both credible and professional. This session will guide you through the fundamentals of citing sources correctly, helping you to avoid plagiarism and give proper credit to original authors. We will cover everything from in-text citations to creating a comprehensive reference list.		
	Tuesday 28/01/25 12:00 - 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 30/01/25 14:30 - 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Monday 10/03/25 14:30 - 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

Solent Harvard Referencing (DMDA only)	Join our essential workshop on referencing ( <b>for Solent DMDA learners only</b> ) and ensure your academic work is both credible and professional. This session will guide you through the fundamentals of citing sources correctly, helping you to avoid plagiarism and give proper credit to original authors. We will cover everything from in-text citations to creating a comprehensive reference list.		
	Wednesday 29/01/25 14:30 - 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>		

Academic Style	This session will help you understand six conventions of academic writing to communicate your ideas more effectively, ensuring your work meets the highest academic standards. Learn how to adopt a formal tone, use precise language, and structure your arguments logically.		
	Monday 03/02/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 05/02/25 17:00 – 18:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Friday 07/02/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

More ACE workshops on next page!

Workshop	Description		
<b>Paraphrasing</b>	Learn how to effectively rephrase scholarly ideas in your own words to integrate sources into compelling academic arguments while avoiding plagiarism. We will explore the key principles of paraphrasing, and practise different strategies to ensure retention of the original meaning and context of the information paraphrased.		
	Monday 10/02/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 13/02/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Friday 14/02/25 14:30 – 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Critical Analysis 1:</b> Thinking and Reading	This session will guide you through the process of critically engaging with texts, helping you identify arguments, evaluate evidence, and understand underlying assumptions. Learn how to read with a questioning mind, dissect complex materials, and form well-reasoned conclusions.		
	Monday 17/02/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 19/02/25 17:00-18:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Friday 21/02/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Critical Analysis 2:</b> Writing	Join our <i>advanced</i> workshop on Critical Writing and refine your ability to craft insightful and well-structured academic assignments. This session will teach you how to effectively present your arguments, support them with robust evidence, and critically evaluate different perspectives. ( <i>Higher level session – please attend ‘Critical Analysis 1’ first!</i> )		
	Tuesday 18/02/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 20/02/25 14:30 – 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 05/03/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Reflective Writing 1:</b> Introduction to Reflective Models	This session will guide you through the techniques of reflective writing, helping you to articulate your thoughts, insights, and personal growth. Understand how to structure your reflections, connect theory to practice, and develop a deeper understanding of your learning journey.		
	Monday 24/02/25 14:30-15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Wednesday 26/02/25 17:00-18:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Friday 28/02/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>
<b>Reflective Writing 2:</b> Advanced Reflective Analysis	Take your reflective writing to the next level with our workshop on Advanced Reflective Analysis. This session delves deeper into the techniques of reflective analysis, helping you critically evaluate your experiences and learning processes. ( <i>Higher level session - Please attend ‘Reflective Writing 1’ first and familiarise yourself with the <a href="#">texts and tasks</a> in advance!</i> )		
	Tuesday 25/02/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 27/02/25 14:30 – 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Thursday 06/03/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

More ACE workshops on next page!

Workshop	Description	
<b>Introductions and Conclusions</b>	This session will teach you how to write engaging introductions that capture your reader's attention while outlining your main points and essential assignment context. You will also discover techniques for writing effective conclusions that summarise your arguments in a critical way.	
	Monday 03/03/25 12:00 – 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	Tuesday 04/03/25 14:30 – 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

<b>Referencing Q&amp;A Drop-in Session</b>	Need help with your references? Drop in to the relevant Harvard Referencing session and get the support you need. Whether you're struggling with in-text citations or creating a reference list, ACE are here to assist you. Bring your questions and receive personalised guidance to ensure your work meets academic standards.		
	<b>QA Harvard (not Solent)</b> Tuesday 11/03/25 12:00 - 13:00 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	<b>Solent Harvard (DMDA only)</b> Wednesday 12/03/25 11:30 – 12:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>	<b>QA Harvard (not Solent)</b> Thursday 13/03/25 14:30 - 15:30 <a href="#">Joining link</a> / <a href="#">Calendar file</a>

### ACE assist learners in three main ways:

- 1) Academic skills resources for self-study, including PDF quick guides and workshop slides, available on our [Learner Portal page](#). Access these any time to solidify your knowledge.
- 2) Interactive workshops to practise and develop academic skills - book your place [here!](#)
- 3) One-to-one tutorials to discuss your assignments - book one [here!](#)