



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
Facilitator for the day	Sarah	Te Kapua	Ruth	Maraea
9am – 9.10am	Karakia (Welcome), staff introductions, housekeeping and overview of day • Claudia and Te Awaroa Room L204/L205			
9.10am – 10.30am	Workshop 1 <i>Bimla (Lead) and Maraea (Support)</i> Managing your time <ul style="list-style-type: none"> Tips and tricks to manage time Diaries, planners, devices 	Workshop 3 <i>Ruth (Lead) and Sarah (Support)</i> Reading strategies <ul style="list-style-type: none"> Getting the right information Skimming and scanning Note taking <ul style="list-style-type: none"> Preparing to take notes Note taking techniques Reviewing your notes 	Workshop 5 <i>Te Kapua (Lead) and Sarah (Support)</i> Summarising/paraphrasing <ul style="list-style-type: none"> What is summarising? What is paraphrasing? How to paraphrase 	Workshop 7 <i>Te Kapua (Lead) Gia and Te Awaroa (Support)</i> Moodle <ul style="list-style-type: none"> Navigating Moodle Student Success Online Submitting assignments Gradebook Turnitin LinkedIn Learning
Room	L204/L205			
10.30am – 11am	Morning tea			
11am – 1pm	Workshop 2 <i>Sarah (Lead) and Gia (Support)</i> I.T./Google <ul style="list-style-type: none"> Google Classroom Google Docs Slides Sheets E-portfolios: G-Slides and G-Sites Office 365 <ul style="list-style-type: none"> Setting up devices Word Spreadsheets PowerPoint One Note The Hub 	Workshop 4 <i>Maraea (Lead) and Te Kapua (Support)</i> Academic writing skills <ul style="list-style-type: none"> The marking criteria/schedule/rubric Understand and break down the question Brainstorm what you need to find out Research Create a series of headings to write to organise your argument and evidence 	Workshop 6 11am–12pm <i>Maraea (Lead) and Te Kapua (Support)</i> Essay writing <ul style="list-style-type: none"> Understand the question Essay structure Introductions and conclusions Paragraphs and paragraph structure 12pm–1pm <i>Wendy</i> Library resources <ul style="list-style-type: none"> Research and APA referencing 	Workshop 8 <i>Maraea (Lead) and Te Kapua (Support)</i> 11am–12pm Mātauranga Māori and academic writing <ul style="list-style-type: none"> Research/APA/referencing 12pm–1pm Careers & Employability <ul style="list-style-type: none"> Start your journey
Room	L204/L205			



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