

Workshop 3 *Assessment tasks: planning*

In this session we look at the many types of written (and oral) assessment tasks we must submit to complete our units. While our focus will be chiefly on the research essay as the most common form of assignment we will encounter, we will also look at tutorial papers, document studies, exegetical exercises, examinations, and so on. In each case we ask: what are they? why do we 'do' them? how do we do them well?

When 10am-12noon Monday 14 March
 or 2.15pm-4.15pm Wednesday 16 March

Workshop 4 *Assessment tasks: researching*

By now, we should know what assessment tasks have been set for us. We can therefore work with actual topics and questions instead of hypothetical ones. Our focus in this session will be upon two essential academic skills: understanding fully, precisely and correctly the questions, problems or exercises put before us; directing and focussing our research activities to make the best possible use of our time and energy. In this workshop we look at how to conduct research in libraries and via the internet.

When 10am-12noon Monday 21 March
 or 2.15pm-4.15pm Wednesday 23 March

Workshop 5 *Assessment tasks: writing*

We have 'unpacked' and grasped the question we need to answer or problem we need to discuss. We have conducted productive, efficient and thorough research. We have formulated a clear line of argument and can defend and sustain it with evidence. Now we have to write up our findings in keeping with the 'four Cs' – clearly, concisely, comprehensively and convincingly. In this session we will consider such things as essay structure, writing style, correct prose, grammar, punctuation and spelling, complete sentences, the active and passive modes, and paragraphing.

When 10am-12noon Monday 28 March
 or 2.15pm-4.15pm Wednesday 30 March

Workshop 6 *Assessment tasks: citations and referencing*

Our written assessment task is all but ready to submit. We did a lot of reading and some of what we engaged critically and reflectively has found its way into our presentation. In this final workshop we focus on our use of primary and secondary literature and how to account for it. We will examine plagiarism, what it is, and how to avoid it. Following the style guide in the UFT Handbook, we will look at quoting other authors and how to reference using footnotes and bibliographies.

When 10am-12noon Monday 4 April
 or 2.15pm-4.15pm Wednesday 6 April