



The Learning Centre

UNLOCK YOUR POTENTIAL

Active Learning

Workshop 1

Study Smarter Not Harder

Today's Workshop

1. Goal Setting
2. Time Management
3. Memory Techniques
4. Assignment Planning
5. Next Time..

Goal Setting

Goal Setting

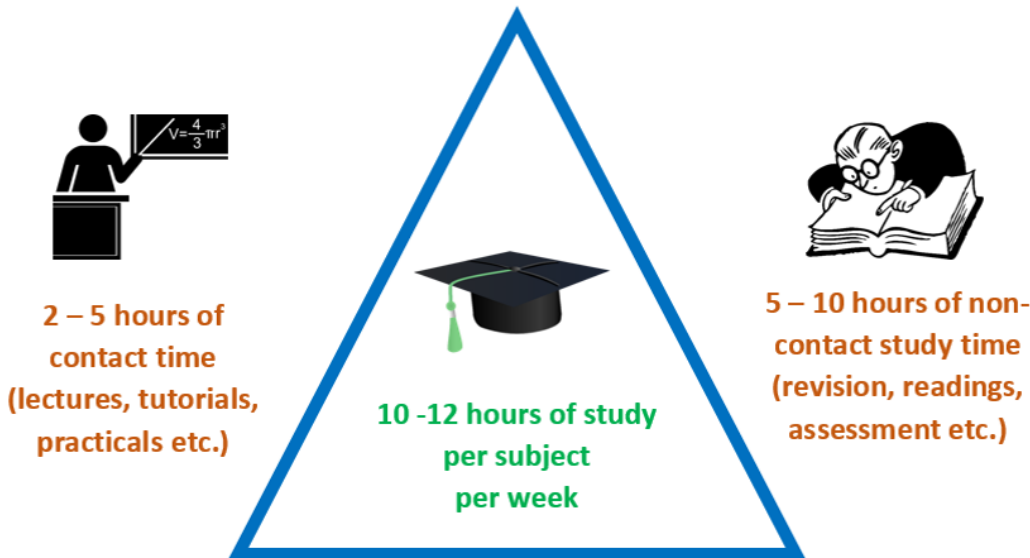
Successful completion of your subjects will require you to:

- Attend/listen to lectures
- Complete set readings
- Revise and take notes (from lectures and readings)
- Attend and participate in tutorials, practicals and online activities
- Complete assessment tasks



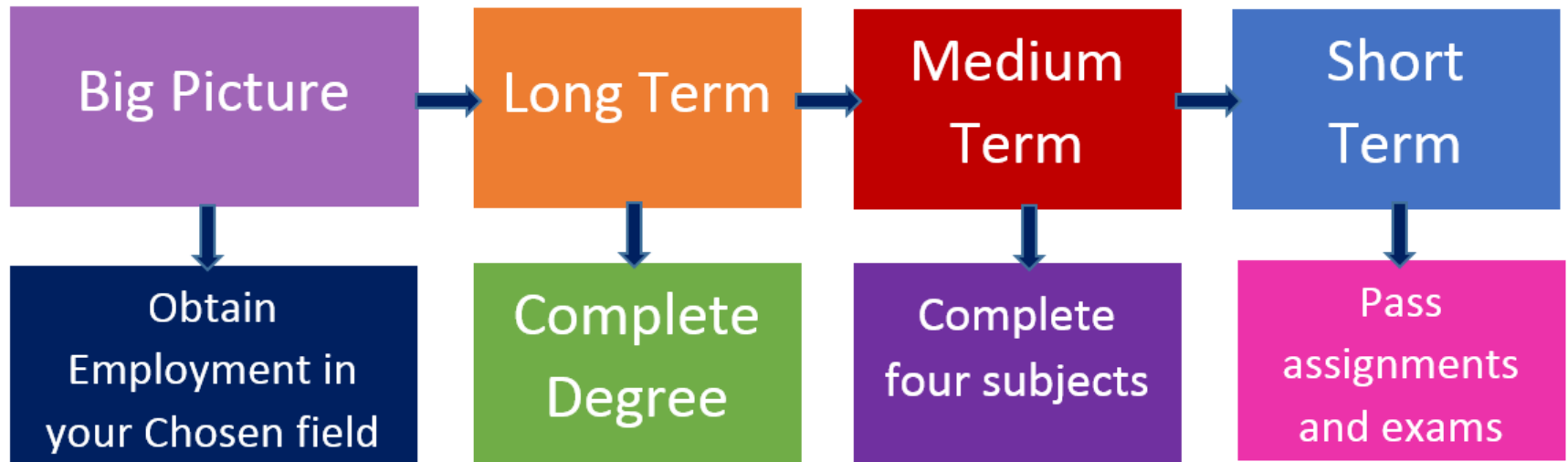
PLAN BIG
IF YOU FAIL TO PLAN,
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Goal Setting

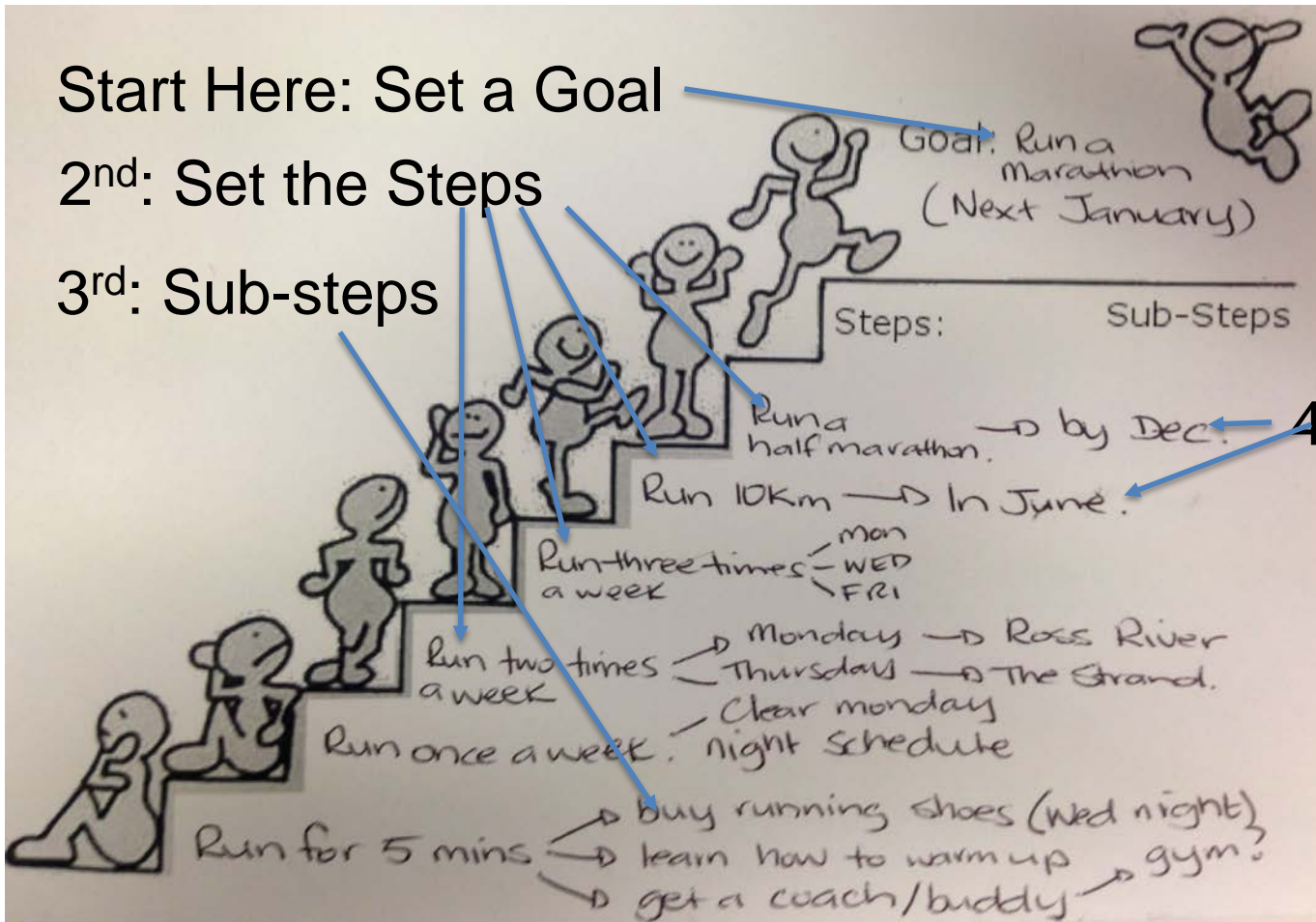


- **Minimum** of 10 hours per subject
- Lectures, tutorials and practicals, independent study (revising, assignment work, readings etc.)
- Full-time study = four subjects = 40 hours minimum
- Work
- Social
- Family

Goal Setting



My Graphic Goal Planner










This is called working backwards from the goal.

Time Management

Organisational Strategy

Weekly Study Planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am	ED 1401 Reading Note taking (use effective reading guide)				ED 1421 tutorial prep assessment focus	WORK	
9am-10am		ED1421 PASS	ED1421 Lecture	EL1100 Lecture			
10am-11am		ED1401 Lecture Tues	EL1100 reading	Academic Writing Workshop			
11am-12pm				Active Learning Workshop			
12pm-1pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1pm-2pm	ED1421 Reading lecture preparation	ED1401 tutorial preparation	ED1401 tutorial	LUNCH	EL1100 workshop preparation	WORK	
2pm-3pm		assessment focus	EL1100 tutorial preparation				
3pm-4pm							
4pm-5pm				EL1100 tutorial			
5pm-6pm	DINNER		ED1421 tutorial	WORK			
6pm-7pm	WORK						
7pm-8pm							
8pm-9pm		movies					

- Create a weekly planner
- Add your subjects
- Add study times
(This bit is important!)
- Add personal commitments

Stick to your study planner

Use a Semester Planner

The Learning Centre **Sample Semester Assessment Planner** [Download current blank planner here](#)

Use the planner to schedule important dates, personal commitments and all assignments (including their % value and word limits).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Orientation Week	15 February	16	17	18 Keys to Success	19	20 Maths Refresher Course Day1	21 Maths Refresher Course Day2
SP1 Week 1	22	23	24	25	26	27 Connect! Course	28
Week 2	29	1 March	2 Tutorial questions 1 (10 % for all)	3	4	5 Academic Writing Course	6 Online quiz 1 (10 % for all)
Week 3	7	8 Practical Report 1 (30 % for all)	9 Tutorial questions 2 (10 % for all)	10	11	12	13
Week 4	14 In class test (10 %)	15	16 Tutorial questions 3 (10 % for all)	17	18	19 Maths Refresher Course	20 Online quiz 2 (10 % for all)
Week 5	21	22	23 Tutorial questions 4 (10 % for all)	24	25 Group assignment (15 %)	26	27
Week 6	28	29 Practical Report 2 (30 % for all)	30 Tutorial questions 5 (10 % for all)	31 Group Wiki (10 %)	1 April	2	3 Online quiz 3 (10 % for all)
Week 7	4	5	6 Tutorial questions 6 (10 % for all)	7	8	9	10
Week 8	11 In class test (10 %)	12	13 Tutorial questions 7 (10 % for all)	14	15	16	17 Online quiz 4 (10 % for all)
Lecture Recess	18	19	20	21	22	23	24
Week 9	25	26 Practical Report 3 (30 % for all)	27 Tutorial questions 8 (10 % for all)	28	29 In class test (10 %)	30	1 May
Week 10	2	3	4 Tutorial questions 9 (10 % for all)	5	6 Essay (25 %)	7	8 Online quiz 5 (10 % for all)
Week 11	9 Oral Presentation (15 %)	10	11 Tutorial questions 10 (10 % for all)	12 Online Presentation (15 %)	13	14	15
Week 12	16	17 Practical Report 4 (30 % for all)	18 Tutorial questions 11 (10 % for all)	19	20	21	22 Online quiz 6 (10 % for all)
Week 13	23	24	25	26	27 Research Assignment (25 %)	28	29
Study Break	30 Literature review (20 %)	31	1 June	2	3	4	5
Exams	6	7	8	9	10	11	12
Exams	13	14	15	16	17	18	19

Subject 1
 Subject 2
 Subject 3
 Subject 4

This is an example showing assessments for 4 subjects. Consult your subject outline for your subject assessments, due dates, word limits and assessment criteria.

Fill in all your:

- In class tests
- Assignments
- Tutorial Reports
- Exams

Optional Planning Time



Semester Assessment Planner

Learning, Teaching
and Student Engagement



Use the planner to schedule important dates, personal commitments and all assignments (including their % value and word limits).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Orientation Week	15 February	16	17	18	19	20	21
SP1 Week 1	22	23	24	25	26	27	28
Week 2	29	1 March	2	3	4	5	6
Week 3	7	8	9	10	11	12	13
Week 4	14	15	16	17	18	19	20
Week 5	21	22	23	24	25	26	27
Week 6	28	29	30	31	1 April	2	3
Week 7	4	5	6	7	8	9	10

- Download a semester planner
- Fill in your important dates
- Work backwards from exams

Assignment Due Dates

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Semester Assessment Planner

Learning, Teaching and Student Engagement

Use the planner to schedule all assignments (including their % value and word limits).

WEEK	Week Beginning	SUBJECT 1	SUBJECT 2	SUBJECT 3	SUBJECT 4
Orientation Week	15 Feb				
SP1 Week 1	22 Feb				
Week 2	29 Feb			2/03 Tutorial questions (1%)	6/02 Online Quiz (2%)
Week 3	7 March		8/03 Practical Report 1 (7.5%)	9/03 Tutorial questions (1%)	
Week 4	14 March	14/03 In class test (10%)		16/03 Tutorial questions (1%)	20/02 Online Quiz (2%)
Week 5	21 March			23/03 Tutorial questions (1%)	25/03 Group Assignment (15%)
Week 6	28 March		29/03 Practical Report 2 (7.5%)	30/03 Tutorial questions (1%)	
Week 7	4 April			6/04 Tutorial questions (1%)	10/04 Online Quiz (2%)
Week 8	11 April		9/04 Oral Presentation (15%)	13/04 Tutorial questions (1%)	Group Wiki (15%)
Lecture Recess	18 April				
Week 9	25 April	29/04 In class test (10%)	26/04 Practical Report 3 (7.5%)	27/04 Tutorial questions (1%)	3/04 Online Quiz (2%)
Week 10	2 May		2/05 In class test (10%)	4/05 Tutorial questions (1%)	
Week 11	9 May	12/05 Online Presentation (15%)		11/05 Tutorial questions (1%)	
Week 12	16 May		17/05 Practical Report 4 (7.5%)		22/05 Online Quiz (2%)
Week 13	23 May			27/05 Essay (25%)	27/05 Research assignment (25%)
Study Break	30 May	30/05 Literature Review (20%)			
Exams	6 June				

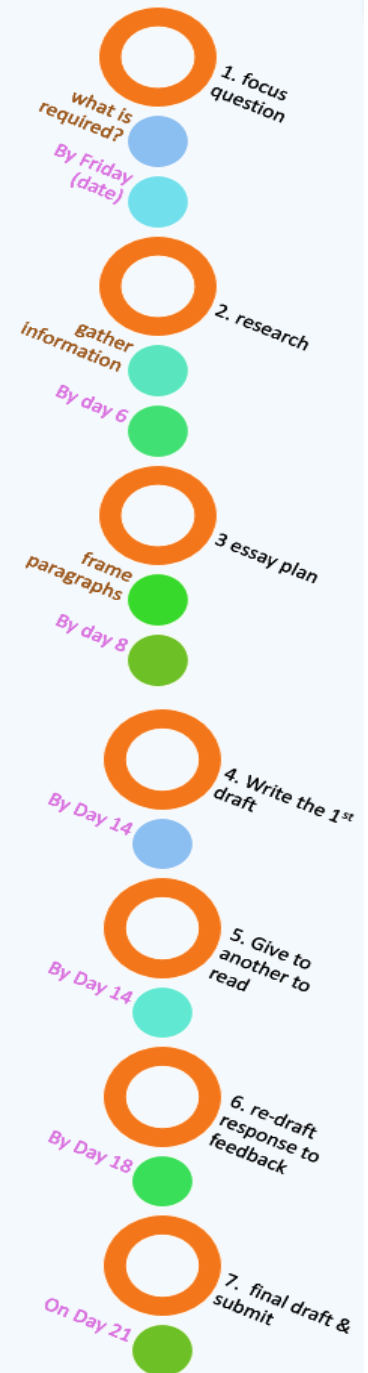
Fill in

- Your 4 subjects
- Assignments
- Tutorial Reports
- Exams

Assignment Planning

For each assignment:

- Plan backward from due date
- Set re-draft date
- Set draft date
- Set planning date
- Set research date
- Set focus question date
- Compare these dates across the 4 subject areas – you've got a lot to do!



Memory Techniques

Remember Optional Activity

- Talk to 5 people you've never met before.
- Remember their names and their favourite food.
- Wait. How long can you remember your list?
- Is this short term or long term memory?
- What is the difference?

Neural Plasticity

Learning is linked to individual neurons in the brain forming new connections.

One way to learn new information is by linking old and new memories. For example: the ‘Jennifer Aniston Effect’.

“..changes in neuronal firing occurred at the exact moment of learning and that memories could become hardwired after a single viewing of a photo..”

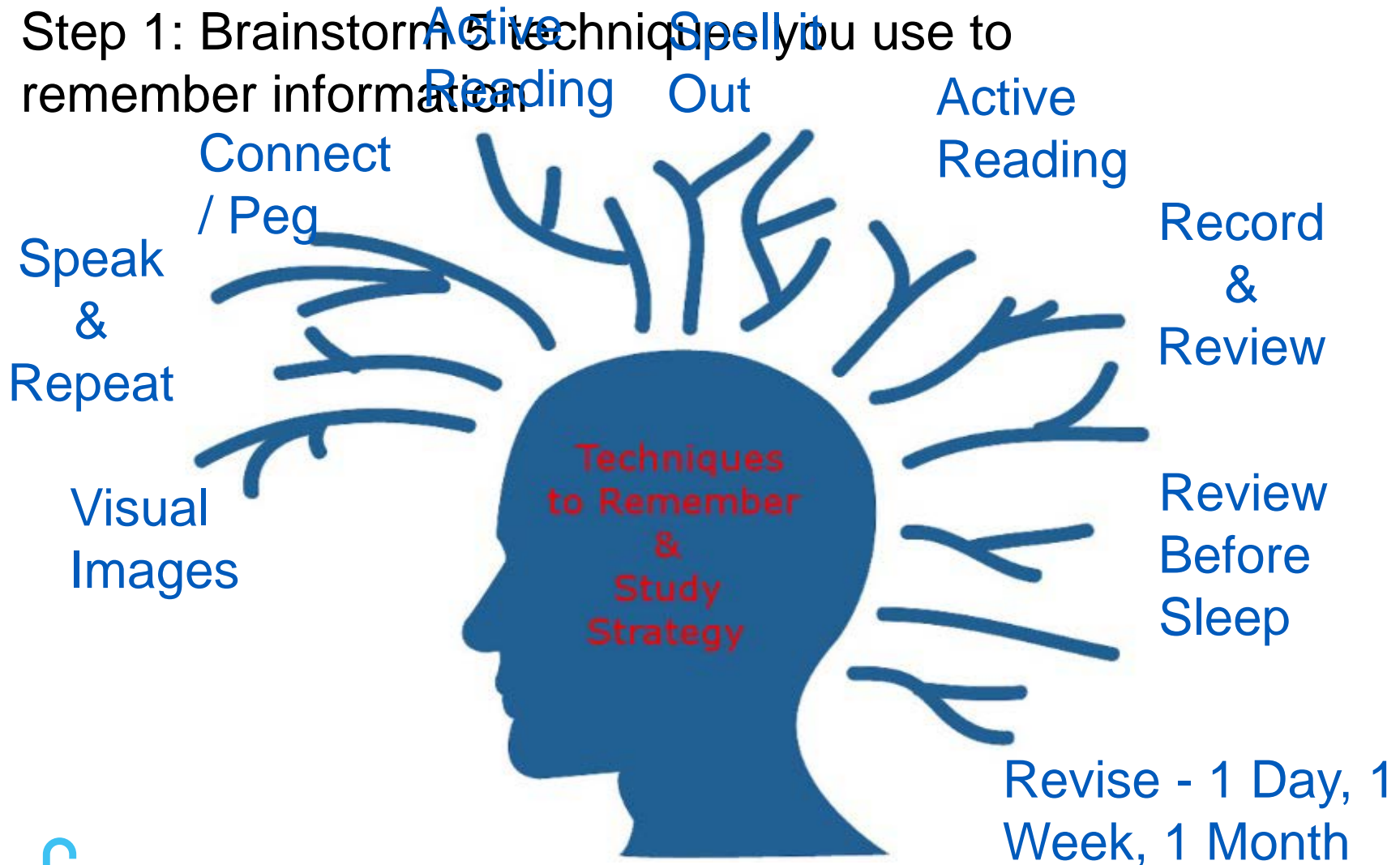
A 20-30 minute ‘power nap’ may increase memory of new material five-fold.

Sleep helps consolidate – 1 hour of sleep per 2 awake



Techniques to Remember

Step 1: Brainstorm 5 techniques you use to remember information



Optional Practice

- View the following list of words for 60 seconds.
- Write down as many words as you can remember:
- Concerned, friendly, support, approachable, encouraged, friendship, participation, interaction, empowered, anxiety, understanding, comfortable, expectations, awareness, enthusiasm, motivation, workload, experience, learning, valuable.
- How many could you remember?

Optional Practice 2

- View the following list of words for 60 seconds.
- Write down as many words as you can remember:
- Rose, crayon, hibiscus, car, lightbulb, desk, star, pen, daffodil, truck, train, table, matches, lily, chalk, airplane, bed, chair, firefly, pencil
- How many could you remember?
- What is the difference between task one and two words?

Assignment Planning

Understand the Task

- What does the task involve?
- Direction Words
 - Discuss, Evaluate, Critically Analyse, Compare
- Subject Words or Topic Words
 - Tropical medicine, student life, workplaces, economic aggression etc.
- Focus or Limit Words
 - Boundary of context eg 'In Schools' or 'in the '90's' or limit for your topic or subject words
- Research needs

Understand the Task

Having different languages makes it difficult for people from different nationalities to communicate with each other. It would be better if there was only one language in the world.

Discuss the advantages and disadvantages in Australia of speaking the same language.

Direction

Topic

Focus

Understand the Task

Essay Writing

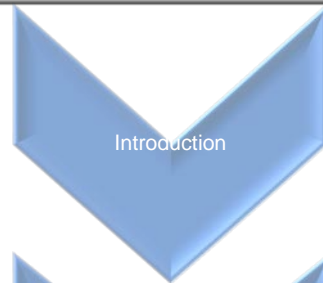
- Purpose:
 - To show
 - that you can understand published research
 - your ability to think critically
 - your ability to analyse the data
 - your ability to identify key issues
 - your ability to apply these to your field

Understand the Task

- Write down the direction, the topic and the focus
- Use the topic to help you do your research
- Most first year essays will expect you to write:
 - An Introductory Paragraph
 - 2 Body Paragraphs
 - A Conclusion Paragraph
 - 500 words

Plan the Essay

Structure 15% CLO S3	The essay is well structured in formal paragraphs including an introduction, two body paragraphs and a conclusion. The order of the paragraphs is logical and ideas are connected with appropriate transition phrases or terms.
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- Define the Topic
- Purpose and context
- Thesis Statement



- Topic sentence
- Supporting Sentence (& Example / Evidence)
- Link

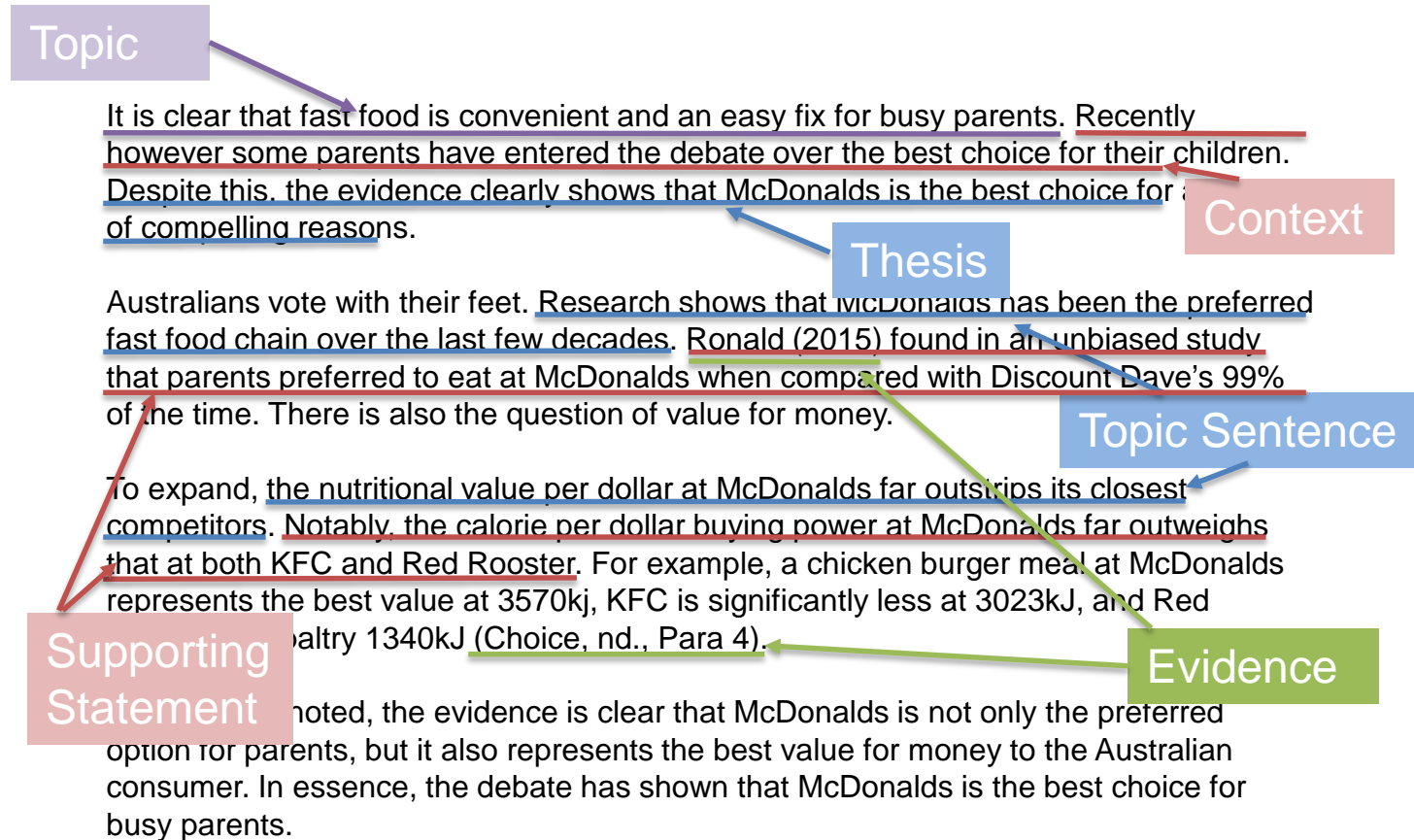


- Topic sentence
- Supporting Sentence (& Example /Evidence)
- Link



- Summarise
- Reinforce key message
- Concluding Statement

Plan the Essay – A Basic Construction



Plan the Essay – Word Choice

Linking Words - A complete list of Transition Words & Conjunctions also called Cohesive Devices – Connecting Words

Transition Words and Phrases

Agreement / Addition / Similarity

in the first place
not only ... but also
as a matter of fact
in like manner
in addition
coupled with
in the same fashion / way
first, second, third
in the light of
not to mention
to say nothing of
equally important
by the same token

again
to
and
also
then
equally
identically
uniquely
like
as
too

moreover
as well as
together with
of course
likewise
comparatively
correspondingly
similarly
furthermore
additionally

Examples / Support / Emphasis

in other words
to put it differently
for one thing
as an illustration
in this case
for this reason
to put it another way
that is to say
with attention to
by all means

notably
including
like
to be sure
namely
chiefly
truly
indeed
certainly
surely

in fact
in general
in particular
in detail
to demonstrate
to emphasize
to repeat
to clarify
to explain
to enumerate

important to realize
another key point
first thing to remember
most compelling evidence
must be remembered
point often overlooked
on the negative side
on the positives ide

markedly
especially
specifically
expressively
surprisingly
frequently
significantly

such as
for example
for instance
to point out
with this in mind

Effect / Result / Consequence

as a result
under those circumstances
in that case
for this reason
henceforth

for
thus
because the
then
hence

consequently
therefore
thereupon
forthwith
accordingly

Opposition / Limitation / Contradiction

although this may be true
in contrast
different from
of course ..., but
on the other hand
on the contrary
at the same time
in spite of
even so / though
be that as it may
then again
above all
in reality
after all

but
(and) still
unlike
or
(and) yet
while
albeit
besides
as much as
even though

although
instead
whereas
despite
conversely
otherwise
however
rather
nevertheless
nonetheless
regardless
notwithstanding

Cause / Condition / Purpose

in the event that
granted (that)
as / so long as
on (the) condition (that)
for the purpose of
with this intention
with this in mind
in the hope that
to the end that
for fear that
in order to
seeing / being that
in view of

if
... then
unless

when
whenever
since
while

because of
as
since
while
lest

in case
provided that
given that
only / even if
so that
so as to
owing to
due to

Understand the Task

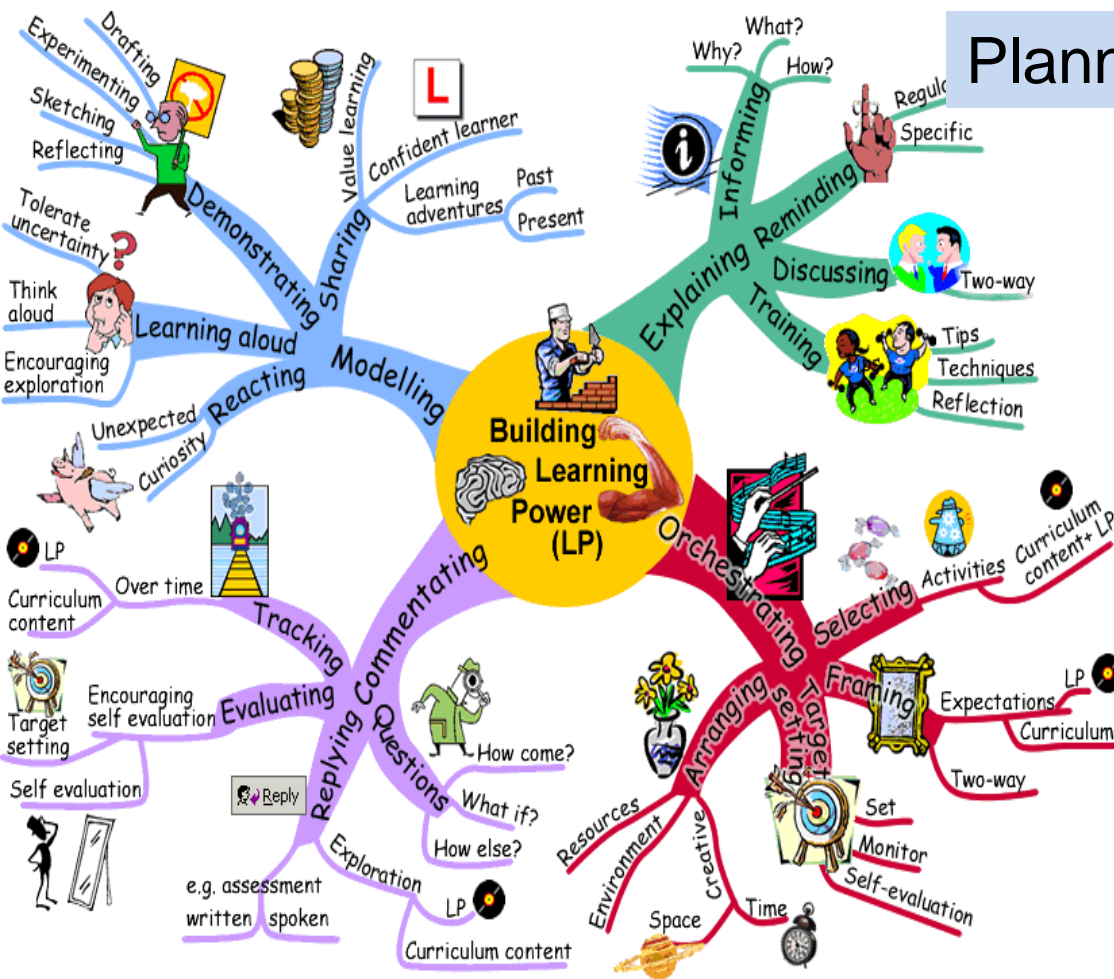
- Remember our Assignment planner?
- Work *backwards* to plan dates
- Plan your research and focus dates last
- This is a 21 day plan – you may have less time
- So in the first week you should aim to understand the question *thoroughly*



Understand the Task Review

Planning Steps - Assignments

1. Set key dates / plan
2. Unpack the question
 - question key words
 - task required
 - research needed
3. Do the research
4. Write your draft
5. Review your draft
 - friend - lecturer
 - MyTutor
6. Final draft and submit



Next Time...

Next Time

Effective Techniques for:

- Reading
- Notetaking
- Study



PLAN BIG
IF YOU FAIL TO PLAN,
THEN YOU
PLAN TO FAIL.

Successful planning means:

- Be honest about your time commitments
- Work *backward* from your goals
- Make a weekly and semester study planner
- Make an assignment planner
- Apply memory techniques early and often
- Revise - 1 Day, 1 Week, 1 Month
- Assignments: make a plan
- Review your plan regularly



Further Help

- Read your *Subject Outline* carefully
- Ask your lecturer or tutor (they mark you work, so they know)
- Learning Advice Desk (10-4pm Mon-Fri)
- First year students YourTutor (3pm – midnight Sun-Fri)
- Attend PASS (available in some first year subjects)
- Is there a Learning Advisor in your subject? Check your LearnJCU site
- Request advice from The Learning Centre (use "contact us" form on the website)
 - <https://www.jcu.edu.au/students/learning-centre/contacts/contact-form>



ACADEMIC WRITING SHORT COURSE

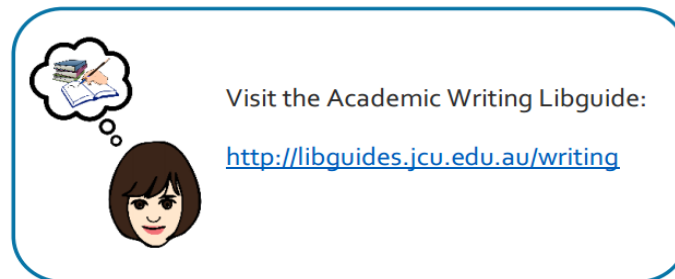
Academic writing is very different to the writing you might be familiar with outside of university. This informative and hands-on course is designed to address the skills needed to research and write various academic texts such as essays, reports and annotated bibliographies. Bring along your subject outline and get a head start on your assignments with help from our facilitators. Email learning@jcu.edu.au for more information.

Academic Writing Short Course will be held:

5th March 2016 from 9 am – 3 pm

Cairns: Room A3.3

Townsville: Central Lecture Theatre, Building 5



To register for the Academic Writing Short Course:

1. Go to the CAREERHUB log in page: Click [here](#) or paste the following URL into your web browser <http://careerhub.jcu.edu.au/>