



# Academic Skills at Arden

Appointments  
Workshops

2024



# One-to-one Appointments

Your Academic Skills Tutors are available to work with you on a one-to-one basis and can help you develop your academic skills such as:

Academic writing

Structuring assignments

Literature searching

Referencing

And many more...

You can book a tutorial through the '[Academic Skills Tutor Appointments](#)' section of the Study Skills Module or you can email [study-skills@arden.ac.uk](mailto:study-skills@arden.ac.uk). You can also attend one of our regular Academic Skills Workshops, designed for all levels of study. You can book a place by going to the '[Academic Skills Workshop](#)' section of the Study Skills Module, places are available two weeks' prior to the workshop date. On booking, a Zoom link will be added to your ilearn calendar. You can cancel your booking up to 24 hours before the workshop by using the scheduler or by emailing [study-skills@arden.ac.uk](mailto:study-skills@arden.ac.uk).

DAY	DATE	TIME	SESSION
MONDAY	04/11/2024	11:00-12:30	Paragraph structure
		15:00-16:30	Advanced statistics
TUESDAY	05/11/2024	10:00-11:30	Advanced Library searching
		11:00-12:30	Critical thinking and writing
		18:00-19:30	Understanding your feedback
WEDNESDAY	06/11/2024	10:00-11:30	Boolean searching and the Library
		15:00-16:30	Evaluating resources
		20:00-21:30	Reflective writing
THURSDAY	07/11/2024	11:00-12:30	Active listening
		15:00-16:30	Using AI for academic purposes
		20:00-21:30	Time management
FRIDAY	08/11/2024	10:00-11:30	Generating ideas (Getting started)
		15:00-16:30	Identifying a research topic (Dissertation preparation)
SATURDAY	09/11/2024	10:00-11:30	Notetaking

DAY	DATE	TIME	SESSION
MONDAY	11/11/2024	09:00-10:30	Using AI for academic purposes
		11:00-12:30	How to write an argument
		15:00-16:30	Guide to synthesis
TUESDAY	12/11/2024	10:00-11:30	An introduction to the Library
		11:00-12:30	What is a dissertation? (Dissertation preparation)
WEDNESDAY	13/11/2024	12:00-13:30	Reflective writing
		20:00-21:30	Paraphrasing
THURSDAY	14/11/2024	15:00-16:30	Advanced Library searching

DAY	DATE	TIME	SESSION
FRIDAY	15/11/2024	10:00-11:30	Critical thinking and writing
		15:00-16:30	Paragraph structure
SATURDAY	16/11/2024	10:00-11:30	Referencing: AU Harvard style

DAY	DATE	TIME	SESSION
TUESDAY	19/11/2024	10:00-11:30	Boolean searching and the Library
		11:00-12:30	An introduction to critical thinking
		18:00-19:30	Developing your academic voice
WEDNESDAY	20/11/2024	10:00-11:30	Referencing: APA style
		10:00-11:30	Referencing: OSCOLA style
		17:00-18:30	Presentation skills
		20:00-21:30	Understanding the assignment
THURSDAY	21/11/2024	08:00-09:30	Identifying a research topic (Dissertation preparation)
		15:00 - 16:30	An introduction to the Library
		20:00-21:30	An introduction to Microsoft PowerPoint
FRIDAY	22/11/2024	10:00-11:30	Understanding research
		15:00-16:30	An introduction to statistics
		18:00-19:30	Proofreading
SATURDAY	23/11/2024	10:00-11:30	An introduction to Microsoft Word

DAY	DATE	TIME	SESSION
MONDAY	25/11/2024	11:00-12:30	Paragraph structure
		15:00-16:30	Advanced statistics
		19:00-20:30	Your virtual classroom: Zoom
TUESDAY	26/11/2024	10:00-11:30	Advanced Library searching
		08:00-09:30	Referencing: AU Harvard style
		18:00-19:30	Critical thinking and writing
WEDNESDAY	27/11/2024	10:00-11:30	Your guide to Turnitin and Draft Coach
		17:00-18:30	How to format your dissertation
		20:00-21:30	How to write an argument
THURSDAY	28/11/2024	11:00-12:30	Understanding academic integrity
		15:00-16:30	Introduction to Library accessibility tools
		20:00-21:30	Using AI for academic purposes

DAY	DATE	TIME	SESSION
FRIDAY	29/11/2024	10:00-11:30	Reversing the outline: How to edit your existing work
		15:00-16:30	Programming: Number systems and storage concepts
		18:00-19:30	Understanding your feedback
SATURDAY	30/11/2024	10:00-11:30	How to write an annotated bibliography

## How to find your workshop's Zoom link?

To join your workshop, go to **ilearn** and follow these steps:

1. Click on your **ilearn** calendar icon.



2. Click on the relevant workshop (it will be called a 'meeting').



3. Click on 'Go to activity.'



4. Your Zoom link will be displayed. Copy and paste this link into your internet browser to join the workshop.





## Academic Judgement

This workshop will explore the appropriate use of your academic judgement and will provide practical advice on how to sharpen your judgement skills. This interactive workshop will help you approach your assignments with more confidence by introducing you to key concepts needed to structure your work. After this session you may want to attend: Approaching Assignments, Introduction to Academic Writing.



## Active Listening

Mastering active listening skills will strengthen your academic study. These skills will help with notetaking, understanding lectures and feedback from tutors. The aim of this workshop is to explain in detail the reasons why active listening can help you in your degree. There will be top tips and advice on listening skills. This session will help students to combine numerous skills and allow active listening to heighten their existing skills. After this session you may want to attend: Notetaking, Time Management, Proofreading.



## An Introduction to Microsoft PowerPoint

PowerPoint is used to produce most presentations at university and in the world of work. This hands-on workshop will introduce the basics of Microsoft PowerPoint and will help to ensure you can use PowerPoint to confidently produce a presentation. The second half of the workshop will also include information about how to record and narrate a presentation if you are required to.



## An Introduction to Microsoft Word

Word processing software will be used throughout your university studies to write essays, reports and other similar assignments. This hands-on workshop will introduce the basics of Microsoft Word and will help to ensure that you can confidently use Word to produce an appropriately formatted assignment.



## An Introduction to the Library

The Introduction to the Library workshop is a basic introduction to one of the most important online platforms that you will be using during your time at Arden. It provides a basic walkthrough of how to access the library and carry out searches. We encourage students who have attended this workshop to then attend the Advanced Literature Searching workshop to improve their literature searching and build on the skills covered in this workshop. After this session you may want to attend: Advanced Literature Searching, Understanding Research.



## Approaching Assignments

The Approaching Assignments workshop provides you with an overview of how to prepare and submit your assignments. The workshop covers the importance of planning ahead to get your assignment completed on time, considers some of the challenges that you might face during your studies and how to overcome them. After this session you may want to attend: Developing Your Academic Voice.



## Body doubling session

Do you struggle to focus and complete tasks? Body doubling is a strategy which can help you to set and achieve goals with the support of other students at Arden University. Log in with us and work alongside others in a supportive environment. We will break the session into timed body doubling sessions, so come with a goal or a piece of work that you want to focus on during the session.



## Developing Your Academic Voice

Developing your academic voice workshop focuses on the use of proficient academic language essential for clearly articulating and communicating your thoughts in both your spoken and written assessments. This will enable you to express yourself with more confidence whilst noticing what makes a good example of an academic voice. After this session you may want to attend: Academic Judgement, Reversing the Outline.



## Evaluating Resources

The evaluating resources workshop provides students with an overview of how to break down academic sources. The workshop covers the importance of using trustworthy and progressive research within academic writing and provides practical techniques for assessing and evaluating information from a range of sources. If you are struggling to understand research, find it tricky linking it to your assignments and remaining critical, or just want some hints and tips then this workshop is for you. After this session you may want to attend: Understanding Research, Critical Thinking and Writing.



## Excel Drop-In

Have a quick question about Excel? Then this drop-in session is for you. An Academic Skills Tutor will be present in the session to answer all of your Excel questions! Stop by for five minutes, or stay for the whole hour, it is completely up to you!



## Generating Ideas (Getting Started)

This workshop on generating ideas will help you think about different ways in which to present your ideas and arguments in writing. It offers fresh ways to consider how you might have previously approached your essays and assignments. Visually mapping your ideas through pictograms, flow charts and mind maps, using images and symbols, might help you make sense of the material you read. Employing these techniques may also offer stepping-stones to brainstorm what it is you want to say and therefore help you consider how best to present your writing. After this session you may want to attend: Approaching Assignments, Evaluating Resources, Understanding Research.



## Guide to Synthesis

Synthesis is an important higher-level skill in academia. Good academic essays are often described as being 'more than the sum of their parts,' and this is largely down to their use of synthesis. This workshop explores the fundamentals of synthesis and offers practical guidance on how to balance and combine sources to show deep understanding. It also provides a space for students to practise this skill in a supportive and collaborative environment. After this session you may want to attend: Paraphrasing, Referencing.



## Introduction to Academic Style

You can learn more about what is meant by academic style at this workshop. We will explore different types of academic writing, and the features of a range of academic sources. You will also be able to practice writing in an academic style.



## Introduction to Academic Writing

The Introduction to Academic Writing workshop is an introduction to the importance of certain practices within academic writing such as structuring, editing and proofreading your work. It highlights some of the conventions that are useful to adopt in your assignments and what to avoid. Introduction to Academic Writing is a good starting point for students hoping to improve their written work. After this session you may want to attend: Introduction to Critical Thinking.



## Introduction to Critical Thinking

The Introduction to Critical Thinking workshop builds on the content covered by the Introduction to Academic Writing session. It aims to provide students with a better understanding of how to progress from descriptive writing to a more critical discussion. The session looks at evaluating sources, argument construction and employing more critical language in your writing. After this session you may want to attend: Critical Thinking and Writing, Introduction to Academic Writing, Reflective Writing.



## Introduction to Databases: Design

This workshop introduces the fundamental concepts of databases, focusing on the design aspects essential for effective data management. Participants will explore the components of relational databases and learn how to implement basic data modelling techniques, including normalisation principles. You will also construct Entity-Relationship Diagrams (ERDs) to visually represent database models. This workshop serves as a foundation for understanding database design principles. After this session, you may want to attend: Introduction to Databases: Implementation.



## Introduction to Library Accessibility Tools

This workshop will introduce you to the range of tools available to help you access Library resources effectively. You will discover how to change settings and use accessibility features of the databases, as well as how to use specialist tools including RNIB Bookshare and Sensus Access.



## Introduction to Web Development

This workshop outlines the website planning and design process, introducing participants to the basics of HTML and CSS. You will explore the principles of effective web design and learn to build a website while applying common good practices for functionality and user experience. This session emphasises the importance of a structured approach to web development, equipping you with the knowledge needed to create intuitive and accessible websites.



## Notetaking

As a university student you will need to make notes about the texts you read and the lectures you attend. This workshop will demonstrate that by taking notes you can effectively kickstart your learning, initiating the process of understanding and memorising new concepts and information from a very early stage. We will explore a few different styles of notetaking so that you can find the one that suits you best. After this session you may want to attend: Approaching Assignments, Time Management.



## Paraphrasing

The Paraphrasing workshop will help you master these essential skills, strengthen your academic voice and critical thinking, and will also help you avoid plagiarism. In this workshop, we will explore the fundamentals of these techniques, and provide clear guidance on how to use them. When used correctly, these skills allow you to demonstrate the depth of your subject understanding, and your ability to combine relevant material from many sources into a unified whole. After this session you may want to attend: A Guide to Synthesis, Referencing.





## Presentation Skills

Depending on your assignment you may be required to create a presentation as part of your studies. This interactive workshop will take you through the basics of using Microsoft PowerPoint within your work and will provide you with hints and tips for making the most out of the software. If you are new to using the software or need to brush up on your skills then this session is for you. After this session you may want to attend: Time Management, Notetaking.



## Programming with Java (Part One)

This workshop builds a solid foundation into programming using Java. It covers how to define an algorithm, understand the key features of Java programming language, and develop the foundational skills to write basic Java programs. Before the workshop you will need to install VS Code with Java pack: <https://code.visualstudio.com/docs/languages/java> OR create a free account on <https://replit.com> for maximum benefit.



## Programming: Number Systems and Storage Concepts

This workshop provides transferable knowledge applicable across computer science disciplines. It will help you to describe and classify the concepts of the decimal positional number systems, build your knowledge of Binary and Hexadecimal number systems, and start work with data using these systems.



## Proofreading

The Proofreading workshop is designed to help you with the last stages of completing your assignments. Proofreading is an important part of the assignment writing process, if you find that you struggle with proofreading your work or are not sure of where to start then this workshop can help. It aims to walk you through the process of proofreading your own work and provide you with some hints and tips to improve your proofreading ability. After this session you may want to attend: Referencing, Paraphrasing, A Guide to Synthesis.



## Referencing Workshops

The Referencing workshops give an overview of some of the most common referencing styles, we run separate workshops for Harvard, APA and OSCOLA. Referencing correctly is key to good academic practice, therefore, these workshops focus on citations and how to construct some of the most common types of references. They will also highlight how to best make use of the referencing guides that are available and answer any referencing questions that you might be having difficulty with. After this session you may want to attend: Paraphrasing, Your Guide to Turnitin and Draft Coach.



## Time Management

Always leaving your assignments to the last minute? Don't know how to effectively plan your assignments? This Time Management workshop will provide you with the tools you need to stay on track and meet your deadlines.



## Understanding Research

As a university student you will need to read research papers to find evidence to support your arguments. To help you make effective use of research papers this workshop will support you in being able to understand how to recognise different forms of research, the different elements that research papers may include and factors that you will want to consider when evaluating studies. After this session you may want to attend: Evaluating Resources, Reflective Writing.



## Understanding the Assignment

Understanding the question is a key stage of any assignment. By developing an understanding of an assignment question, the issues you might research and the structure you might use to write about relevant issues often become clearer. In this workshop, we will look at ways to break down assignment questions and take time to practise the skills you need to start drafting clear and original responses to assignment questions. After this session you may want to attend: Approaching Assignments, Introduction to Critical Thinking.



## Understanding Your Feedback

This interactive workshop focuses on how to understand and implement your feedback. It will provide practical examples of how you can level up your assignments and provide a safe space for you to discuss your own feedback. After this session you may want to attend: Approaching Assignments and Developing your Academic Voice.



## Understanding academic integrity

This workshop starts a discussion about academic integrity and good academic practice. It will introduce you to some of the reasons why referencing is such an important part of your academic journey and how best to maintain academic integrity so that you can avoid plagiarism. You will be introduced to the basics of referencing but for a more in-depth look at referencing please also attend one of the referencing-specific sessions. After this session you may want to attend: Referencing, Paraphrasing, Guide to Synthesis.



## Using AI for academic purposes

Generative AI tools have the potential to make higher education more accessible to many students. However, if students use them in ways that are unethical, they may find themselves committing academic misconduct. This workshop will take you through how AI tools can be used in ethical ways for academic work, as well as 'what not to do.' We will also clarify how accessibility tools can be used and referenced in assignments. After this session, you may want to attend: Referencing, Paraphrasing.



## Your Guide to Turnitin and Draft Coach

Your Guide to Turnitin workshop gives you an insight into how to use the software to your advantage. The workshop will take you through the basics of how to upload one of your assignments as well as walking you through, and breaking down, the Turnitin report. After this session you may want to attend: Referencing, A Guide to Synthesis and Paraphrasing.



## Your Virtual Classroom: Zoom

Your Virtual Classroom introduces you to the virtual classroom where some of your teaching may take place, we offer this session on Zoom depending on whether you are a blended or distance learner. It provides you with some guidance on netiquette as well as giving you a chance to use some of the features provided to help you build your confidence and ask any questions you might have before jumping into your studies. After this session you may want to attend: Presentation Skills, Time Management, Notetaking.



## Advanced Library Searching

The Advanced Library Searching workshop will introduce you to some of the more advanced features of the Library that you will be using to find sources for your assignments. This workshop will cover topics such as key word selection, search strategies and using filters to refine your search results. Before this session you may want to attend: An Introduction to the Library, Notetaking, Understanding Research.



## An Introduction to Statistics

Are you daunted by statistics and would like to understand the step-by-step procedures involved in statistics? Then, this workshop is for you. There will be opportunity for hands-on practice on performing descriptive statistics manually and with Microsoft Excel. After this session you may want to attend: Using Specialist Software (SPSS).



## Introduction to Databases: Implementation

This workshop covers the fundamental concepts of SQL and relational databases, introducing managing data effectively. Participants will learn how to create and manage databases using MySQL, implementing tables that include primary and foreign keys to maintain data integrity. Additionally, you will perform CRUD (Create, Read, Update, Delete) operations on a MySQL database, gaining practical experience in handling data. This session serves as a step for anyone looking to enhance their database management skills.



## Arden's Writers' Retreat

Sometimes we just need focused time away from distractions to finish our assignments. The aim of Arden's Writers' Retreat sessions is to provide just that. Each online session lasts an hour, during which time you can focus on completing your current assignment, supported by an Academic Skills Tutor, Librarian or Student Coach. Though writing is a solitary activity, we encourage a sense of community by asking you to share the number of words you've written during each 'sprint' in the chat box, in order to inspire each other to reach our goals. Each hour-long session will be divided into two 25-minute writing sprints, and you are encouraged to attend all four sessions. Gift yourself that focused time and come and join fellow writers in reaching their goals.



## Boolean Searching and the Library

The Boolean Searching workshop will build on the Advanced Library Searching workshop. This interactive workshop will introduce Boolean operators and will provide you with a safe space to practice your new skills. Before this session you may want to attend: An Introduction to the Library, Notetaking, Understanding Research and Advanced Library Searching.



## Critical Thinking and Writing

"Your writing is too descriptive, you need to be more critical" is a common piece of feedback students receive on their essays. This workshop explores the focus, language, and approach required to produce clear critical writing. It demystifies the subject by giving practical examples of how we all use critical thinking and provides a framework for students to interact with academic texts critically and with confidence. Before this session you may want to attend: Introduction to Critical Thinking.



## How to Write an Argument

This workshop introduces students to the fundamentals of academic writing, and dispels some of the common misconceptions around the subject. Using practical examples, this workshop encourages students to find their own voice and to write in a way that makes the most of the available space. It explores fundamental concepts of structure, of tone, gives guidance on comparison and acts as a primer to the conventions of academic writing. Before this session you may want to attend: Approaching Assignments.



## Identifying a Research Topic (Dissertation Preparation)

This workshop will introduce students to all things dissertation and research. Together we will review how a dissertation will look, what needs to be included and how to decide on a topic for researching. There are several key steps you will need to take to decide on a research topic, which can at times, be difficult to work out; two of the main steps are literature reviews and proposals, we will discuss the importance of both. By the end of the session, you should feel more comfortable in the stages needed to formulate a research topic. Before this session you may want to attend: What is a dissertation? (Dissertation preparation)



## Paragraph Structure

In this workshop we will discuss how you can begin to express your ideas effectively by constructing coherent and cohesive paragraphs. We will explore the variety of ways you can compose a paragraph and provide you with time and space to practise constructing and linking paragraphs that convey your arguments clearly.



## Programming with Java (Part Two)

This workshop covers the most important programming control structures and participants will learn how to write and implement simple Java programs. Before the workshop you will need to install VS Code with Java pack: <https://code.visualstudio.com/docs/languages/java> OR create a free account on <https://replit.com> for maximum benefit.



## Python for Data Mining (Part One)

This workshop introduces the Python skills required for data mining operations, including file operations, modules and applications including NumPy, Matplotlib, and Pandas.

Before the workshop, ensure you have Python installed. Options include:

- Download Python with IDLE from <https://www.python.org>.
- Use rich IDEs like VS Code or PyCharm.
- Explore Anaconda with Spyder and Jupyter.
- Try online IDEs like [www.replit.com](http://www.replit.com) or <https://colab.research.google.com>.



## Reflective Writing

Reflection is a major part of any degree. As part of your assignments you may be asked to draw on your experiences and reflect on your learner journey so far. This interactive workshop will guide you through the process of how you can link reflective theory to your practice and will provide practical tips for meaningful reflection. Before this session you may want to attend: Academic Judgement, Developing your Academic Voice.



## Using Specialist Software (SPSS) Part One

Are you familiar with the concept of statistics and would like to learn how to use software to perform statistics? The “Using Specialist Software (SPSS) Part One” session will take you through the basics of using SPSS (Statistical Package for the Social Sciences) for manipulating, analysing, interpreting, and presenting data in meaningful form. Kindly download and install SPSS before the session via these links ([SPSS Installation Guide for Windows \(arden.ac.uk\)](#) or [SPSS Installation Guide for Mac \(arden.ac.uk\)](#)).



## What is a Dissertation? (Dissertation Preparation)

What is a Dissertation will introduce you to the purpose and potential of an extended research project, as well as addressing key questions: “How do I find a topic? What academic skills are necessary for writing a dissertation? What can I write about? What is a literature review?.” Students often feel overwhelmed at the start of their dissertation project and this session is designed to give you the confidence to start researching a topic you’re passionate about. Before this session you may want to attend: Understanding Research, Academic Judgement.



## Advanced Statistics

Have you already attended An Introduction to Statistics? Are you ready for the next level? Then this workshop is for you. There will be opportunity for hands-on practice on performing advanced statistics manually and within Microsoft Excel. After this session you may want to attend: Using Specialist Software (SPSS) and An Introduction to Statistics.



## How to Format Your Dissertation

Writing a dissertation involves many skills, including the ability to present your work clearly. This workshop will help you to explore the basics of dissertation structure and will provide you with hints and tips for using Word effectively when writing your dissertation.



## How to Write an Annotated Bibliography

How to Write an Annotated Bibliography will equip you with the understanding, and necessary evaluative and analytical frameworks for writing a meaningful annotated bibliography. It will also help you to develop reflective thinking techniques in order to resituate your work within your broader research/subject. Before this session you may want to attend: Approaching Assignments, Evaluating Resources.



## Python for Data Mining (Part Two)

This workshop demonstrates the power of Numpy, Matplotlib, and Pandas for data analysis and mining, and enables you to develop skills to perform simple data analysis operations using Python. Before the workshop ensure you have Python installed. Options include:

- Download Python with IDLE from <https://www.python.org>.
- Use rich IDEs like VS Code or PyCharm.
- Explore Anaconda with Spyder and Jupyter.
- Try online IDEs like [www.replit.com](http://www.replit.com) or <https://colab.research.google.com>.



## Reversing the Outline: How to Edit Your Existing Work

In this session you will learn how to edit your draft starting from reversing its outline. Before joining this workshop you will need to choose an existing piece of work to edit, either a draft or a resubmission paper. Be prepared to break down the paper into paragraphs, carefully consider the key topic of each paragraph and its relevance to the question; identify problems; identify themes; cut unnecessary parts and rearrange the whole paper together in an improved form.



## Using JAMOVI

This workshop will introduce you to the basic concepts of data. By the end of the workshop, you will be able to perform and interpret basic data analysis with JAMOVI software and will feel more confident interpreting and analysing data using the software. Before this session you may want to attend: An Introduction to Statistics and Advanced Statistics.



## Using Specialist Software (SPSS) Part Two

Are you carrying out statistical analysis as part of your research project? Or want to upskill in this area? The "Using Specialist Software (SPSS) Part Two" session will take you through using SPSS (Statistical Package for the Social Sciences) for performing descriptive and inferential statistics and will ensure that you feel confident in using this versatile and responsive programme. Kindly download and install SPSS before the session via these links ([SPSS Installation Guide for Windows \(arden.ac.uk\)](#) or [SPSS Installation Guide for Mac \(arden.ac.uk\)](#)).

