

STUDY SKILLS WORKSHOP PROGRAMME

Day 1

9.00 – 9.30	Welcome and Registration
9.30 – 10.00	Discussion on Selected Life Skills
10.00 – 11.00	Goal Setting Activity 1: Setting short, medium and long term goals Tips on Improving Concentration
11.00 – 11.15	Tea Break
11.15 – 12.15	Time Management Activity 2: How are you spending your time? Activity 3: Drawing a Study Schedule
12.15 – 13.15	Note Writing Skills Activity 4: Extracting Keywords Activity 5: Writing Notes Using the Outline Method or Format

Day 2

9.00 – 9.30	Recap
9.30 – 10.30	Memory Techniques Activity 6: Practising Visualization Activity 7: Practising Association
10.30 – 11.00	Activity 8: Practising Mnemonics
11.00 – 11.15	Tea Break
11.15 – 13.15	Memory Techniques (Continued) Activity 9: Practising Pegs Activity 10: Practising Mind Maps

Activity 11: Using Memory Aids to Remember the Meaning of Words

Activity 12: Using Memory Aids to Recall Labels of a Diagram

Activity 13: Grouping Exercise

Day 3

9.00 – 9.30 Recap

9.30 – 10.30 Exam Techniques

Activity 14: What does your Examiner want you to do?

10.30 – 11.00 Reading Skills

Activity 15: Keeping Your Eye on the Thread!

11.00 – 11.15 Tea Break

11.15 – 13.15 Reading Skills (Continued)

Activity 16: Skimming Exercises

Activity 17: Scanning Exercises

Activity 18: Speed Reading Exercises

Activity 19: Predicting Exercise

Day 4

9.00 – 9.30 Recap

9.30 – 10.30 Reading Skills (Continued)

10.30 – 11.00 Writing Skills

11.00 – 11.15 Tea Break

11.15 – 13.15 Writing Skills (Continued)

Activity 20: Planning and Writing a Short Essay

NB There will be five minute breaks in the longer sessions but learners will not be allowed to leave the classroom.

Day 5

REFRESHER

Once learners have completed the workshop, they must attend one free four and quarter hour refresher workshop to be held a month or two after the full workshop. The purpose of the refresher workshop is to answer any questions that learners may have, check whether they are applying the techniques and, if so, whether they are doing so correctly.

9.00 – 9.15	Welcome Back
9.15 – 10.15	Recap
10.15 – 11.00	Activity 21: Analysis of Learning Style Profile
11.00 – 11.15	Tea Break
11.15 – 12.00	Activity 22: Evaluation and Discussion of Tasks Set During the Main Workshop
12.05 – 12.45	Question and Answer Session; Evaluation of Application of Study Techniques by Students
	Activity 23: Analysis of Study Skills Diagnostic Questionnaire
12.45 – 13.15	Presentation of Certificates of Attendance

BRIEF SUMMARY OF EACH MODULE

Goal Setting: The theory of goals will be covered; learners will be told about the main characteristics of goals and then they will be required to set their short, medium and long term goals.

Time Management: The workshop will cover the importance of time management and be exposed to different time management tools; students will be shown how they are currently using their time (how much of their time is not used for their studies). Learners will be required to draw a study schedule to start preparing for the final exams.

Note Writing Skills: The workshop will emphasize the importance of writing their own notes, especially at tertiary level. They will also be warned about the dangers of learning from textbooks. Learners will be shown the two main formats of note writing – the outline and summary formats. In preparation for the Memory Techniques module, learners will have to know about keywords. They will be told what keywords are, the function of keywords, which words make and which do not make good keywords, where in a sentence to look for good keywords etc.

Memory Techniques: The dangers of learning ‘by heart’ will be explained to learners. They will be shown five different memory techniques that can help them to learn twice the amount of information in half the time and that can enable them to recall, months later, material that they have learnt. The memory aids will help learners not only to recall material that they have learnt but also the meanings of words in different languages (so that they can expand their vocabulary rapidly) as well as the labels of diagrams in subjects such as Biology or Natural Science.

Exam Techniques: Learners will be given tips on answering different types of questions, such as, essay type, multiple choice, open book and oral exams etc. In addition, students will be provided with an explanation of the common keywords used by examiners in essay type questions e.g. analyze, criticize, enumerate, motivate etc.

Reading Skills: Many students experience difficulty in comprehending highly technical reading information at tertiary level. That is why the workshop focuses on reading skills, commencing with the basic structure of any text, followed by different ways of reading, including skimming, scanning, speed reading and a technique called SQ3R which enables learners to extract the maximum from reading material. In addition, learners are exposed to different kinds of comprehension such as literal, critical and aesthetic. This module also covers how to more fully use a dictionary and an academic library.

Writing and Research Skills: Students will be taken through the 10 steps to write an ‘A’ grade essay. The various rules in citation and referencing will be covered. Learners

will be given numerous alternatives to the word 'said' when quoting authors, whether directly or indirectly.

NB In addition to the workshop, the refresher and the telephonic helpline, learners will also receive a CD called 'Study Skills Programme'. This CD consists of the following:

1. a software called 'Learning Style Profiler' which identifies a student's natural or dominant style and makes recommendations on improving their dominant style and developing their non-dominant learning styles
2. an e-book entitled 'Secrets to Easy and Successful Studying'. The e-book is a detailed set of notes on all the modules covered in the workshop. It also includes topics which cannot be traversed at the workshop because of time constraints – topics such as listening and speaking skills as well as lateral and logical thinking skills.

NB Learners will also receive a Certificate of Attendance which they can include in their CV when applying for a place at tertiary level, a bursary, student loan or even a job etc.