



THE UNIVERSITY OF  
MELBOURNE

# Academic Skills Unit

Workshops for VCA Students

Semester One, 2009

seminars  
*presentations*  
skills  
Argumentation  
*organisation*  
assessment  
Referencing  
writing  
Critical thinking reports  
*exams* *essay*  
READING

The Academic Skills Unit offers a number of classes, workshops and individual tutorials for students who want to achieve greater success in their communication and academic skills.

### Adjunct Tutorial – CFI (Better Speaking and Writing)

These classes focus on key skills required to develop your spoken English and academic writing skills. You will practise conversation and discussion strategies for tutorials and further develop your knowledge of sentence structure, effective paragraphs, editing and referencing.

Time	Thursdays 12.30 -1.20	Fridays 1.00 – 1.50
Week 1	26 Feb	27 Feb
Week 2	5 Mar	6 Mar
Week 3	12 Mar	13 Mar
Week 4	19 Mar	20 Mar
Week 5	26 Mar	27 Mar
Week 6	2 April	3 April
Week 7	9 April	
Easter		
Week 8	23 April	24 April
Week 9	30 April	1 May
Week 10	7 May	8 May
Venue	ASU Teaching Space. In the library, Level 1 Hub Building	

### Journal Writing

This type of writing requires a reflective thinking process that is two fold. It draws on identifying your personal experience and knowledge (internal) alongside analysing theoretical positions in relation to this information (external). Generally there are four steps involved:

- Gathering
- Reading
- Thinking
- Processing - Writing

Learn more about the steps involved in this process and writing style.

Date	Time	Venue
10 March, Tuesday	1.00 – 1.50	ASU Teaching Space. In the library, Level 1 Hub Building.
12 March, Thursday	4.30 – 5.20	
13 March, Friday	11.30 – 12.20	

### Visual Analysis: Essay Writing

Learn key features of writing a formal visual analysis so that you can critically respond to and interpret a work of art through your writing.

Date	Time	Venue
24 March, Tuesday	12.30 – 1.20	ASU Teaching Space. In the library, Level 1 Hub Building.
26 March, Thursday	4.30 – 5.20	
27 March, Friday	11.30 – 12.20	

### Visual Analysis: Slide Test Preparation

Learn features of this comparative style of writing by developing your skills to compare and contrast similarities and differences in artworks.

Date	Time	Venue
12 May, Tuesday	12.30 – 1.20	ASU Teaching Space. In the library, Level 1 Hub Building.
14 May, Thursday	12.30 – 1.20	
15 May, Friday	12.30 – 1.20	

### 5 – Day English Writing Intensive

Develop your writing skills over a 5 day period.

Date	Times	Venue
1 June, Monday – 5 June, Friday.	9.30 – 11.00, 11.30 – 1.00 and 2.00 – 3.00	ASU Teaching Space. In the library, Level 1 Hub Building.

### How to Enrol

You can enrol for all our courses through the Academic Skills Unit Community on the LMS. Access the LMS through the Student Portal , or at [www.lms.unimelb.edu.au/login/](http://www.lms.unimelb.edu.au/login/). Click the Communities tab (if you haven't accessed the Academic Skills Unit before , you will need to click on the Enrol button first). Navigate to Workshops and Short Courses, where you will find the full list of courses.

### How to Make an Individual Appointment

If you want to make an individual appointment with an adviser you can go to the SAS Unit, Ground Floor of the Hub, or call SAS on 9685 9419. Have your ID number ready.

#### ASU VCA Advisers

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For useful information visit our website at <http://www.services.unimelb.edu.au/asu/>