

SEMESTER ONE 2012

CBS students, maximize your potential and get better marks! Take advantage of these FREE workshops to improve your academic study skills and communication skills.

| Date | Time | Room | Topic | Week |
|----------------|---------------|---------|--|------|
| Mon 5 March | 11.00 – 1.00 | 401.255 | High Flyer: how to be a successful student at university (including time management) | 2 |
| Thurs 8 March | 10.00 – 12.00 | 407.213 | Critical thinking and reading skills for university study | |
| Mon 12 March | 11.00 – 1.00 | 401.255 | Analysing assignment questions and addressing the requirements of the assignment | 3 |
| Wed 14 March | 10.00 – 12.00 | 407.213 | Quick search for research: easy ways of locating research resources for your assignments | |
| Thurs 15 March | 10.00 – 12.00 | 407.213 | Referencing and avoiding plagiarism in academic writing (Chicago referencing) | |
| Mon 19 March | 11.00 – 1.00 | 401.255 | Australian ways of speaking: understanding Australian English | 4 |
| Wed 21 March | 10.00 – 12.00 | 407.213 | Class participation: speaking out with confidence in classes & tutorials | |
| Thurs 22 March | 10.00 – 12.00 | 407.213 | How to give a confident oral presentation | |
| Mon 26 March | 11.00 – 1.00 | 401.255 | Qualities of good academic writing | 5 |
| Wed 28 March | 10.00 – 12.00 | 407.213 | Developing cohesion and balance in academic writing | |
| Thurs 29 March | 10.00 – 12.00 | 407.213 | Editing like a professional | |
| Mon 2 April | 11.00 – 1.00 | 401.255 | Analysing and writing about case studies | 6 |
| Wed 4 April | 10.00 – 12.00 | 407.213 | How to write a report | |
| | | | EASTER AND TUITION FREE WEEK | 7 |
| Mon 16 April | 11.00 – 1.00 | 401.255 | Qualities of good academic writing [Repeat] | 8 |
| Wed 18 April | 10.00 – 12.00 | 407.213 | How to write a reflective journal | |
| Thurs 19 April | 10.00 – 12.00 | 407.213 | How to give a confident oral presentation [Repeat] | |
| Mon 23 April | 11.00 – 1.00 | 401.255 | Referencing and avoiding plagiarism in academic writing (Chicago referencing) [Repeat] | 9 |
| Mon 30 April | 11.00 – 1.00 | 401.255 | Writing a thesis / research proposal (For PG students) | 10 |
| Wed 2 May | 10.00 – 12.00 | 407.213 | Polished writing skills for thesis writing (For PG students) | |
| Thurs 3 May | 10.00 – 12.00 | 407.213 | Writing a literature review (For PG students) | |
| Mon 21 May | 11.00 – 1.00 | 401.255 | Improve your exam techniques and get better marks | 13 |
| Thurs 24 May | 10.00 – 12.00 | 407.213 | Improve your exam techniques and get better marks | |

Please register if you wish to attend any of these workshops. See details on reverse of this sheet.

SEMESTER ONE 2012

General information

Workshops will be run on the Bentley campus

Venues: see rooms indicated in program on reverse

Note special workshops for Postgraduate (PG) students in Week 10

Workshops are repeated only where indicated in the schedule.

Workshops cover 3 major areas:

- Academic study skills
- Academic writing
- Interpersonal communication

Workshops generally run for 2 hours

TO REGISTER: Students should register for any workshop they wish to attend. Students can do this by:

- emailing: cbs-comskills@curtin.edu.au
- telephoning 9266 3504
- Dropping into the CSC office in 407.202

ALSO.....

Weekly Conversation Class

Tuesdays 12.00 – 1.00 pm, Room 108.111

OR

Fridays 10.00 - 11.00am, Room 408.1503, Bentley campus - Starting Tuesday 6 March 2012

Weekly “Course in Language and Study Skills” (CLASS) seminars

Monday 2.00 pm in Room 400.250

OR Monday 5.00 pm in Room 402.327

OR Tuesday 10.00 am in Room 407.213

OR Tuesday 2.00 pm in Room 407.309

OR Thursday 12.00 in room 405.205 – Starting Monday 5 March

Weekly “Critical Analysis for Business” (CAB) seminars

Tuesday 11.00 in Room 407.213

OR Tuesday 4.00 pm in Room 402.318

OR Wednesday 5.00 pm in Room 402.305 – starting Tuesday 6 March.

Further information

Communication Skills Centre, Room 407.202, Bentley campus

Tel: 9266 3504

Email: cbs-comskills@curtin.edu.au

Find us on Facebook! - Curtin Business School (CBS) Communication Skills Centre