



THE UNIVERSITY OF  
MELBOURNE

# Academic Skills Unit

## English for Academic Purposes

Short Courses for Undergraduate Non-Native  
Speakers of English

Semester Two 2009

Skills  
Seminars

presentations skills argumentation

Critical thinking Writing

referencing REPORTS

assessment essay  
exams reading

The Academic Skills Unit offers a number of short courses for undergraduate students whose first language is not English. These free classes are designed for students who want to achieve greater success in their communication and academic skills.

[www.services.unimelb.edu.au/asu/](http://www.services.unimelb.edu.au/asu/)

## Effective Reading and Note-taking

Do you sometimes have problems managing your reading load? At times, are you unclear about how to use what you've read? Through a variety of practice activities and feedback, this short course will help you develop critical reading and note-taking strategies and find effective solutions to common problems.

Time	12:00 – 1:30pm
Day	Tuesdays
Date	28 July and 4 August
Venue	Alice Hoy 225

## Active Listening in Academic and Social Settings

In this series of workshops you will develop greater awareness of the features of academic lectures and other spoken genres. You will analyse spoken texts for verbal and non-verbal signals, speaker's attitude and other features which contribute to meaning and comprehension. You will practise a variety of active listening strategies that you can use in your everyday encounters both on and off campus.

Time	12:00 – 1:00pm
Day	Fridays
Date	31 July, 7 & 14 August
Venue	Alice Hoy 311

## Aussie English

Familiarise yourself with a range of Australian slang, idioms and informal language that you would typically hear in classes, social encounters and in the media. This course will introduce you to individual terms (e.g. sunnies, bludger), idioms (e.g. She was up against it), and informal language, and will provide you with important contextual information to help you understand how these items are used.

### Session 1

Time	1:00 – 2:00pm
Day	Wednesday
Date	5 August
Venue	Old Geology Theatre 2

### Repeat Session

Time	1:00 – 2:00pm
Day	Friday
Date	14 August
Venue	Alice Hoy 225

## Grammar Essentials

This course aims to make you a more effective writer through extending your knowledge of grammar and gaining more experience in using a variety of sentence types. You will also improve your ability to identify your own errors. Each session reviews an aspect of English grammar that many ESL writers have difficulty with. Register to attend all of the sessions, or choose those of particular interest to you.

For information on each session, refer to the Workshops and Short Course section of the Academic Skills Unit Community page on the LMS.

Time	1:00 – 2:30pm
Day	Wednesdays
Date	5, 12, 19, & 26 August
Venue	Babel G03 Lower Theatre

## Grammar Essentials (semester break) Intensive

Time	10:00am – 1:00pm
Day	Tuesday & Wednesday
Date	22 & 23 September
Venue	Alice Hoy 333

## Academic Discussion Skills

Learn to participate more effectively in academic discussions. In this course you will learn about cultural differences in communication styles, verbal and non-verbal cues, and effective strategies for asking questions, expressing and supporting your opinions and managing topics. The sessions involve practical and interactive tasks designed to provide you with opportunities to speak in groups and gain feedback on your use of discussion strategies.

Time	2:00 – 3:30pm
Day	Tuesdays
Date	11, 18 & 25 August
Venue	Alice Hoy 225

## Effective Academic Writing

Are you looking to improve your academic writing? In this series you will examine key features of academic writing, understand what your lecturers are looking for in your writing, structure your arguments, write effective paragraphs and edit your own work.

Time	1:00 – 2:30pm
Day	Tuesdays
Date	11, 18, 25 August & 1 September
Venue	Doug McDonnell 619

## Effective Academic Writing (semester break) Intensive

Time	10:00am – 1:00pm
Day	Tuesday & Wednesday
Date	29 & 30 September
Venue	Alice Hoy 242

## Speaking Clearly

These workshops will give you the opportunity to improve features of your English pronunciation that have the potential to make you difficult to understand. Each workshop covers a different feature of pronunciation which people from a range of language backgrounds find difficult. Register to attend all of the workshops, or choose those of particular interest to you.

For information on each session, refer to the Workshops and Short Course section of the Academic Skills Unit Community page on the LMS.

Time	11:00am – 12:00pm
Day	Wednesdays
Date	29 July, 5, 12, 19, 26 August & 2 September
Venue	Alice Hoy 316

## Beyond Cutting and Pasting: Incorporating Sources into your Writing

Do you take notes from a significant number of sources for your essay topic but are unsure about how to incorporate them into your writing? This workshop will help you identify strategies for using references effectively while maintaining your own voice in writing.

## Beyond Cutting and Pasting Session 1

Time	2:15 – 4:15 pm
Day	Monday
Date	10 August
Venue	Alice Hoy 210

### Repeat Session

Time	1:00 – 3:00pm
Day	Wednesday
Date	9 September
Venue	Doug McDonnell 619

## Oral Presentations

In this workshop you will explore the key elements of effective academic oral presentations including audience and purpose, structure and organisation, successful incorporation of visual elements and appropriate verbal and non-verbal language. You will have the opportunity to give your own oral presentation on a topic of your choosing.

### Session 1

Time	10:00am – 1:00pm
Day	Monday
Date	17 August
Venue	Cussonia Courtroom 2

### Repeat Session

Time	1:00 – 4:00pm
Day	Tuesday
Date	8 September
Venue	Doug McDonnell 619

## Communicating across Cultures

Communicate more effectively in Australian cross-cultural contexts by learning about the various constraints and conventions which affect the way people from different cultures interact with each other. Through group discussions and role-play activities you will learn to see the world through another culture's eyes and become more aware of your own as well as other ways of communicating.

Time	12:00 – 2:00pm
Day	Monday
Date	3 August
Venue	Alice Hoy 225

## How to Enrol

You can enrol for all our courses via the LMS, which is accessed through the Student Portal, or at [www.lms.unimelb.edu.au/login/](http://www.lms.unimelb.edu.au/login/)

Click on the Academic Skills Unit link on the My 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.

**Enrolments will open 2 weeks before each course. Enrol early to avoid disappointment!**

## About the Academic Skills Unit

We help all undergraduate and graduate students develop a broad range of academic skills, including:

- researching and writing
- preparing for exams and presentations
- effective study strategies
- English language skills

You will find a range of services and useful resources to help in your studies on our website: <http://www.services.unimelb.edu.au/asu/>