

BOOKABLE SESSIONS

**with Library, EAP and
ASK: Academic Skills**



Take a look
at what we do



1

2



Think about
what your
students need

Get in touch



3

4



Book a room
and inform
your students

Session(s)
delivered



5

BOOKABLE SESSIONS with Library, EAP and ASK: Academic Skills

We offer bespoke sessions and workshops designed to fit in with your modules and assignments.

We aim to engage. We use a blend of group work, digital learning tools, and paper-based tasks as part of an active and visual learning approach.

Sessions can be delivered as one-offs, or a series. Have a read through what we do, think about what your students need, and get in touch to book a session with us.

Academic Liaison Librarians

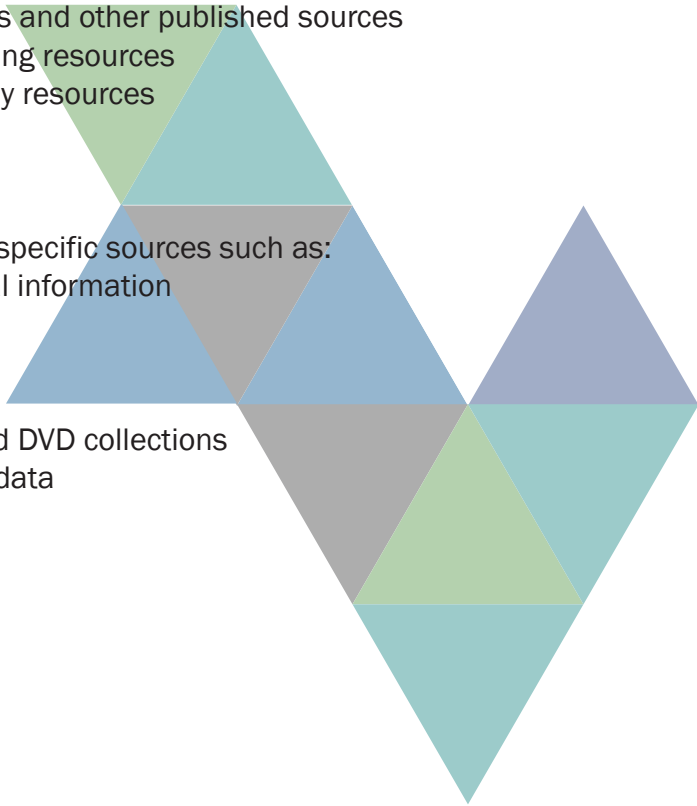
Introduction to academic sources

- Using library resources and services
- Finding journal articles and other published sources
- Selecting and evaluating resources
- Primary and secondary resources

Specialist sources

Finding and using subject specific sources such as:

- Business and financial information
- Market intelligence
- Primary sources
- Legal information
- Image, music, film and DVD collections
- Maps and geospatial data



Dissertation – finding sources

- Developing a search strategy
- Subject specific databases
- Accessing material outside of the library's print and online collections

Library resources and services for researchers

- Using library resources and services
- Keeping up to date with new publications
- Measuring the impact of articles and journals
- Reference management practices and tools

Digital literacy

- Critically evaluating information, spotting misinformation and fact checking
- Personalised search and how to escape your filter bubble
- Develop your online identity and brand for employability
- Being a healthy and responsible digital citizen

Library Archives Team

The library archives team will support your session delivery with:

Academic-led session with archive materials

- Advice on relevant archive materials
- Delivery of materials to teaching rooms
- Covering relevant handling and preservation issues

Archivist-led session

- Use of archives
- Palaeography skills
- Introduction to our holdings
- Introduction to a specific collection



ASK: Academic Skills

ASK offer sessions as one-offs or as a series on a broad range of skills including, but not limited to:

Introduction to higher education

- Developing your learning and working style at university
- Effective reading and notetaking strategies
- Getting the most out of lectures, seminars and tutorials
- Demonstrating your learning: expectations
- Managing yourself and your time: getting organised
- Using the Study Hub, resources and support services

Critical reading and writing

- What is analytical and critical thinking at University level?
- How can we read and think critically?
- What is the difference between descriptive and critical writing?
- How does criticality fit in the writing process?

Writing

- The writing process: plan, research, organise, draft, review
- Using sources in your writing; reviewing the literature
- Developing an academic voice
- Structuring your writing: developing an argument
- Writing for: case studies, critical reviews, essays, business or scientific reports, blogs, wikis, discussion boards, reflective journals, posters and dissertations

Presentations, debates and discussions

- Preparing for presentations, debates and discussions
- Structure and organisation of academic presentations
- Delivering presentations individually and in groups

Referencing and reference management

- Academic integrity and avoiding plagiarism
- Basic principles of referencing
- Reference management: practices, apps and tools
- Advanced referencing for dissertations and projects
- Referencing Q&A

Group and team work skills

- Managing team projects; project planning
- Collaborating effectively: teamwork roles, responsibilities and micro-skills
- Preparing for and delivering group presentations

English for Academic Purposes (EAP)

English language courses and development for students, researchers and staff for whom English is a second language.

- English for Academic Purposes (EAP) including courses in subject specific EAP, Dissertation Writing and Writing for Research
- General English, including courses in CV and Application Writing, Pronunciation and Presentations, British Culture and Society
- 1 to 1 tutorials for individual feedback on language development.

WHAT WE CAN DO:

- Liaise with academic staff to obtain the relevant information needed to deliver the session
- Prepare a session/lecture/seminar tailored to the brief/assignment given
- Offer feedback to the relevant member of staff from the programme
- Liaise with academic staff to programme the sessions appropriately
- Arrive for sessions on time and prepared
- Be aware of the requirements of the assignment
- Listen to student feedback
- Make support materials available to students via tutors

WHAT YOU CAN DO:

- Give at least 2 weeks' notice to arrange a session
- Ensure that the session fits with the programme and is appropriately scheduled
- Advise the team at least one week before of the requirements of the programme/assignment and to make available any materials required
- Book an appropriate room for the session
- Promote the session to their students
- Provide feedback to the team when requested



GET IN TOUCH TO ORGANISE A SESSION

Academic Liaison

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