

Weekly schedule (term 1) – February 2022

Week No.	Session 1 topic	Session 2 topic	Notes
Week 1	Introduction to the Module - The Module Descriptor - Weekly Schedule Time Management - organising space - organising resources <i>(topic 1a on Moodle)</i>	Introduction to Identifying Skills, Personal & Professional Development and Reflection Activity: writing about feelings at the start of the programme Introducing the self-reflective journal <i>(topic 1b on Moodle)</i>	Time management theories and tools, templates PPT slides & videos PDP & Skills questionnaires on Moodle SWOT analysis
Week 2	Academic Writing - academic essay - sentence structure - paragraph structure	Academic Writing - vocabulary - linking words	<i>topic 2 on Moodle</i> Videos about academic writing Practical exercises
Week 3	Assignment discussion Academic Misconduct workshop Visit from the librarian Note-taking <i>(topic 3a on Moodle)</i>	Reflective writing - reflection models - examples and practice <i>(topic 3b on Moodle)</i>	PPT slides & videos
Week 4	Academic Writing: paraphrasing <i>(topic 4a on Moodle)</i>	Academic Writing: summarising <i>(topic 4b on Moodle)</i>	PPT slides & videos Practical exercises
Week 5	Referencing – introduction to the topic <i>(topic 5a on Moodle)</i> Gathering relevant information (using the library and the internet, how to search for reliable sources)	Incorporating sources <i>(topic 5b on Moodle)</i> Referencing workshop <i>(more resources from topic 5a on Moodle)</i>	Practical exercises PPT slides & videos
Week 6	Report Writing - planning and structuring, linking ideas together, etc. <i>(topic 6a on Moodle)</i>	Reflective practice: writing reflections on progress <i>(topic 3b on Moodle)</i>	Practical exercises PPT slides & videos

Week 7	Public speaking and giving presentations PowerPoint Presentation tips (prepare for week 9 assessment) (topic 7a on Moodle)	Public speaking practical exercise: 3 achievements (peer feedback) (topic 7b on Moodle) Employability skills - what makes you employable? Class discussion. (topic 7c on Moodle)	PPT slides Group task Videos
Week 8	CV writing (topic 7a on Moodle)	Cover letter writing (topic 7b on Moodle)	PPT slides, samples Tutorial videos Practical exercises
Week 9	ASSESSMENT WEEK Individual presentations Please see the Assessment Brief for the details of the task	ASSESSMENT WEEK Individual presentations Please see the Assessment Brief for the details of the task	Attendance obligatory Students: if you miss this session, you will have to resit this task later in the year
Week 10	Assignment workshops – presentation, paragraphing, layout	Review / Assignment workshops – tutorials	

Optional topics:

Analytical and critical thinking skills
Commercial Awareness