

Student Number : 2107256

Module : Learning in the Digital Era

Module Code : ECGE4005P/C

Assessment : 2

https://uowtsd.sharepoint.com/teams/DysguynyrOesDdigidolLearningintheDigitalEraECGE4005PC_GRP-TaraHarley/Shared%20Documents/Recordings/New%20channel%20meeting-20221107_210650-Meeting%20Recording.mp4?web=1

Important Skills for Academic Study

Aim for Today :

Paraphrasing

Time management

Action plan -
SMART



What is paraphrasing?

PARAPHRASING IS ...

Paraphrasing means 'to state something written or spoken in different words, especially in a shorter and simpler form to make the meaning clearer' (Cambridge Online Dictionary, 2022).

Paraphrasing is 'a restating of someone else's thoughts or ideas in your own words. You must always cite your source when paraphrasing' (Pears & Shields, 2019 p. 245).

(Hegarty, 2022)



When?

Precise thoughts and wording not required.

Facts/definitions

Avoids indenting long quotes.

Irrelevant content

Cover large sections of information



Why?

Academic dedication

Personal writing style

Shows an understanding

Avoid plagiarism

Simplify sources



Key Principals

Read the original text over

Use different starting point

Note key concepts

In-text cite/reference list

Write own version



Skill Development

Specific

Use practice articles/sources

Measurable

One a week

Attainable

Realistic

Relevant

Avoid plagiarism & better understanding

Time-bound

During academic studies



Time Management – What?

“Behaviors that aim at achieving an effective use of time while performing certain goal-directed activities,”
(Claessens et al. 2007, p. 262).



Time Management

Efficient Preparation

Setting targets

Prioritizing

Importance of Time Management Skills – why?

Concentration

Work/life balance

Faster completion of work

Employment skill

Work verification





Getting Organised

"work less, play more"

Prioritize

Time limits

Do not multitask

Set goals

Plan to finish early

Create plans/lists

Stay focused

Breaks



Skill Development

Specific

Measurable

Attainable

Relevant

Time-bound

Improve speed and time taken to complete tasks/assignments

Allocated time for each task

Realistic

Help with overall academic efficiency

1/2 days before the deadline



Conclusions

Paraphrasing

Paraphrasing is putting someone else's words/ideas into your own

Gives the ability to shorten and understand information efficiently

Avoids accusations of plagiarism

Time management

Plan effectively so that...

Complete work efficiently

Allows room for improvement

Decreased stress on students

Good work/life balance

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