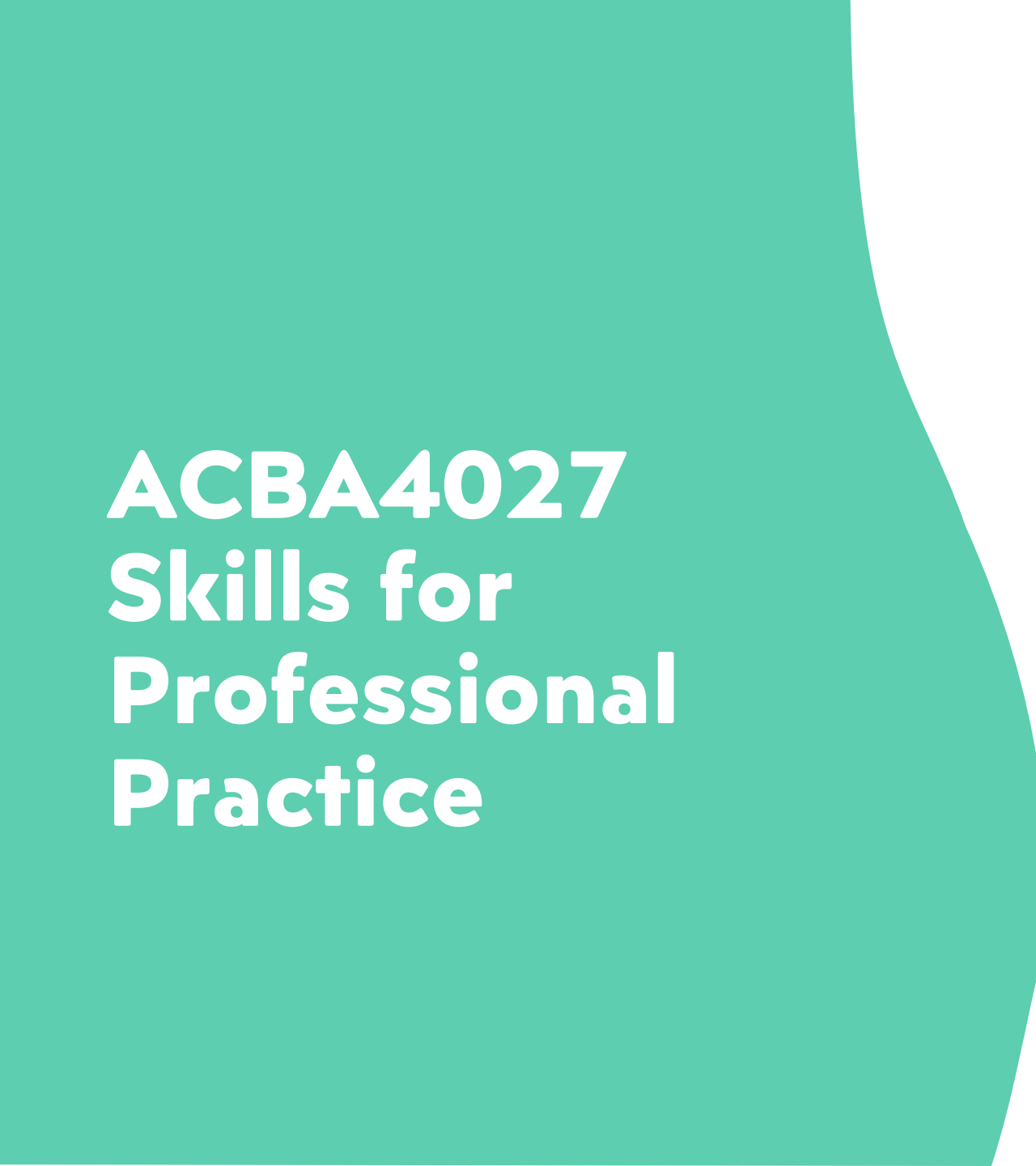


A teal-colored shape on the left side of the slide, with a wavy, organic edge on its right side that separates it from the white background.

ACBA4027

Skills for Professional Practice

Aim:

- To provide the necessary written, numeracy and research skills for study, including sources of information.

Learning Outcomes:

Upon the successful completion of this module, you should be able to:

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- understand how to write for both academic and professional practice, including the necessary skills for finding credible sources of information, utilising these without plagiarism, management of time and revision aids;

Learning Outcomes:

Upon the successful completion of this module, you should be able to:

- understand how to write for both academic and professional practice, including the necessary skills for finding credible sources of information, utilising these without plagiarism, management of time and revision aids;
- understand the basic numeracy skills needed for construction professions, including basic trigonometry and statistics.



Expectations

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How is University different to School and College?

Expectations

How is University different to School and College?

Independent

Self Motivated

Flexible

Critical Thinking

Responsibility

Expectations

- You are responsible for your own learning.
- You are self-motivated, set goals and manage your time.
- You attend your seminars and lectures and arrive on time.
- You engage with lectures and take notes.
- You work well with others and learn from different perspectives.
- You apply critical thinking and self-reflection.
- You uphold the values of academic integrity.



Tips for Success

Tips for Success

1. Organise your time



Tips for Success

- 1. Organise your time**
- 2. Attend your lectures**



Tips for Success

- 1. Organise your time**
- 2. Attend your lectures**
- 3. Develop good study habits**



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- 1. Organise your time**
- 2. Attend your lectures**
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- 4. Ask for help**



Tips for Success

- 1. Organise your time**
- 2. Attend your lectures**
- 3. Develop good study habits**
- 4. Ask for help**
- 5. Take care of yourself**





Understanding Learning Styles

Learning Styles

What are learning styles?

Learning Styles

What are learning styles?

The different ways people prefer to take in, process, and retain information.

Understanding these styles can help us learn more effectively.

The VARK Model

Prefer images, diagrams, and charts to understand concepts.



■ Technical

It's complicated: how Jenner Group thrives on delivering challenging projects

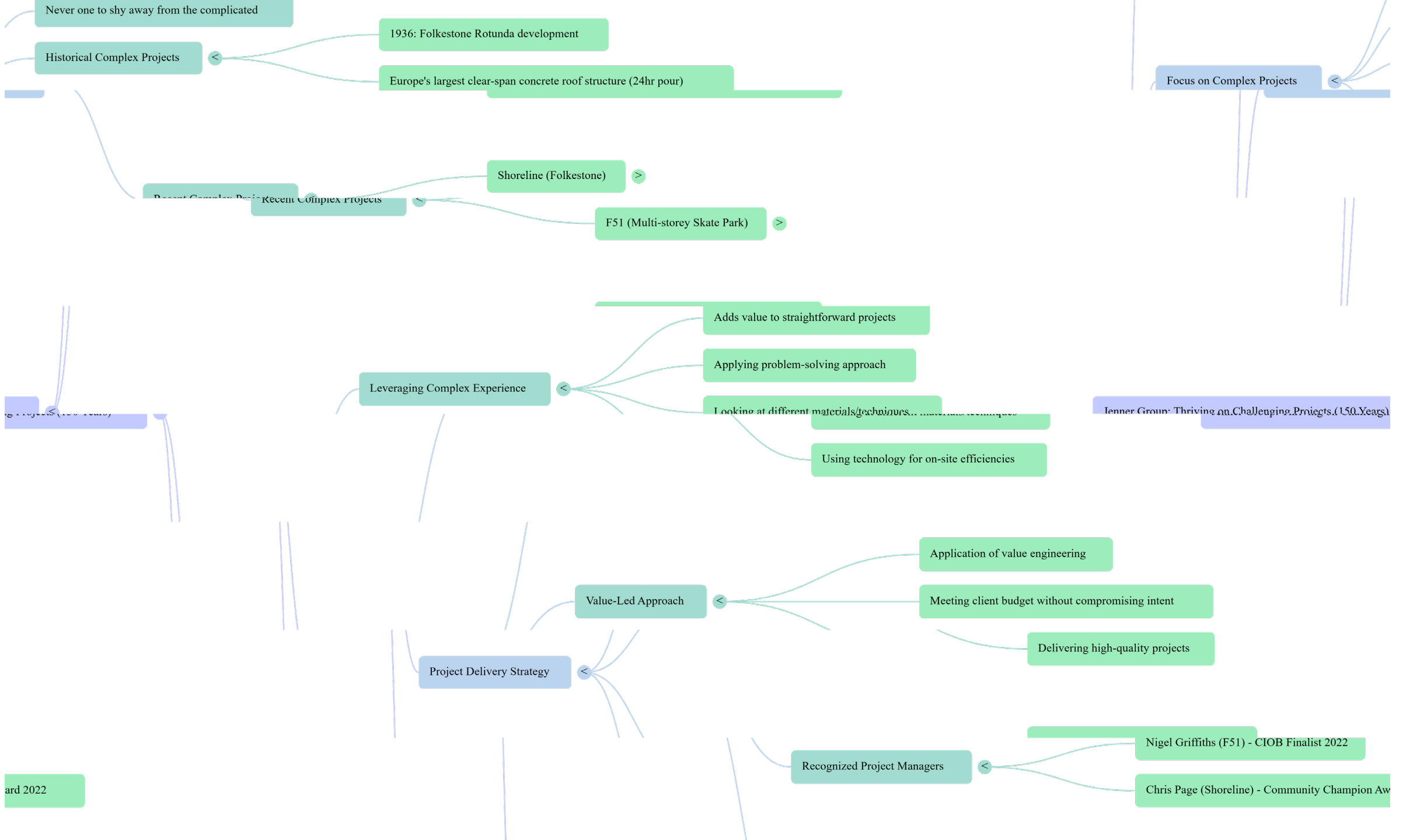


Nicky Roger
Community editor
30.09.25



From Europe's largest concrete roof in 1936 to a multi-storey suspended skate park in 2022, chartered company Jenner Group has a 150-year history of tackling complex projects. Nicky Roger reports





Jenner Group Flashcards

Based on 1 source



The Shoreline
development
project required
more than 200
piles driven to
what depth?



See answer

The VARK Model

Prefer images, diagrams, and charts to understand concepts.



Learn best through listening, discussions, and verbal explanations.



The VARK Model

Prefer images, diagrams, and charts to understand concepts.



Enjoy reading text, taking notes, and working with lists or written materials.

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Learn best through listening, discussions, and verbal explanations.

Prefer hands-on experiences, physical activity, and learning by doing.



Academic Writing

Getting Started

**How do you feel when you hear the phrase
“academic writing”?**

Getting Started

How do you feel when you hear the phrase "academic writing"?



Getting Started

- Writing a good assignment can be both a challenge and a rewarding experience.

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- Almost all students find their writing skills develop while at University.

Getting Started

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- Almost all students find their writing skills develop while at University.
- We will look at the skills and stages common in many types of academic writing.

Anxieties about writing

- Anxiety about writing is **very** common at University

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- I don't know where to start
- I just can't get down to it
- I am not as good as other people
- The ideas go round and round in my head
- I worry about spelling, grammar and punctuation

Getting Started

- Here are some ideas for getting started.

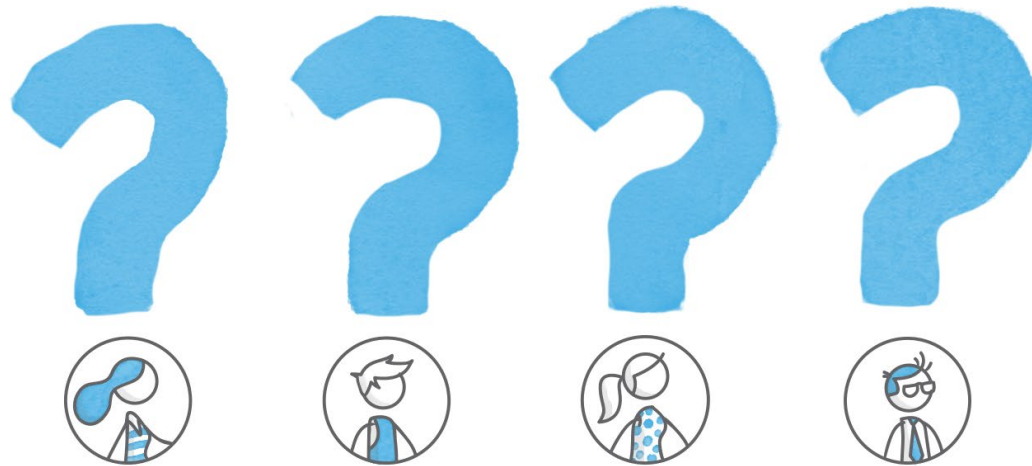
Getting Started

- Here are some ideas for getting started.
- Talking



Getting Started

- Here are some ideas for getting started.
- Question Banks



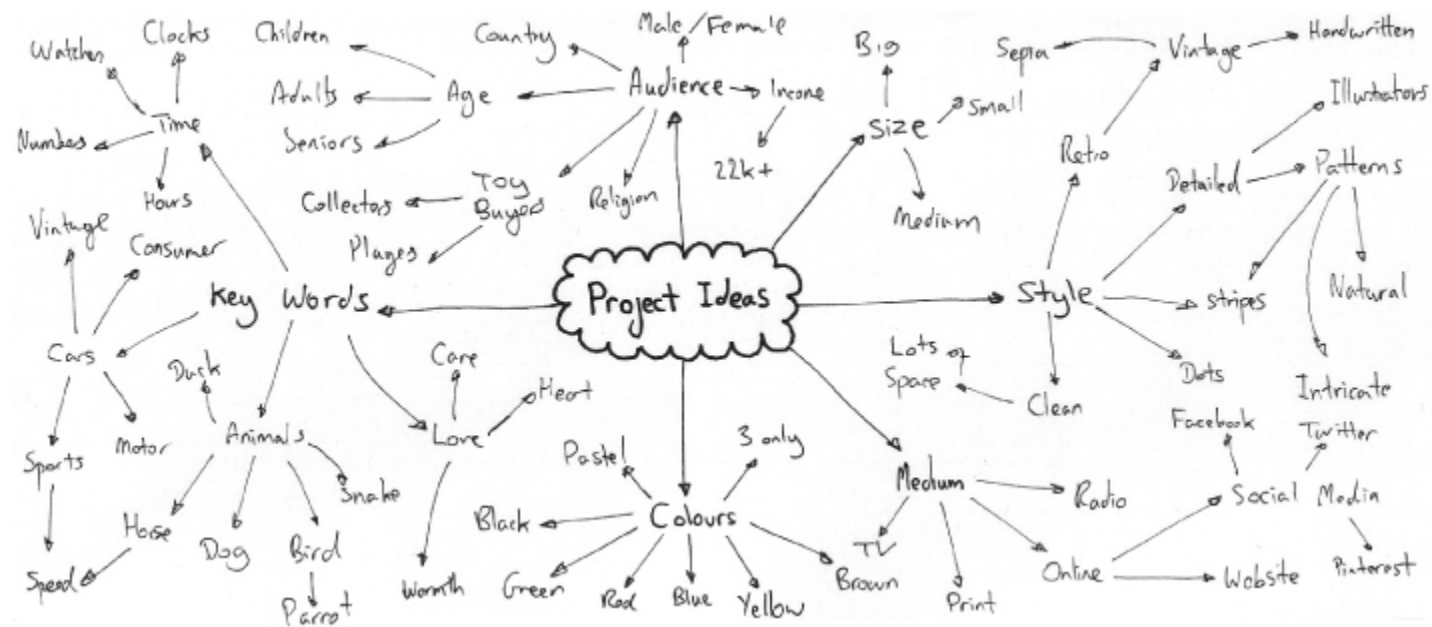
Getting Started

- Here are some ideas for getting started.
- Lists



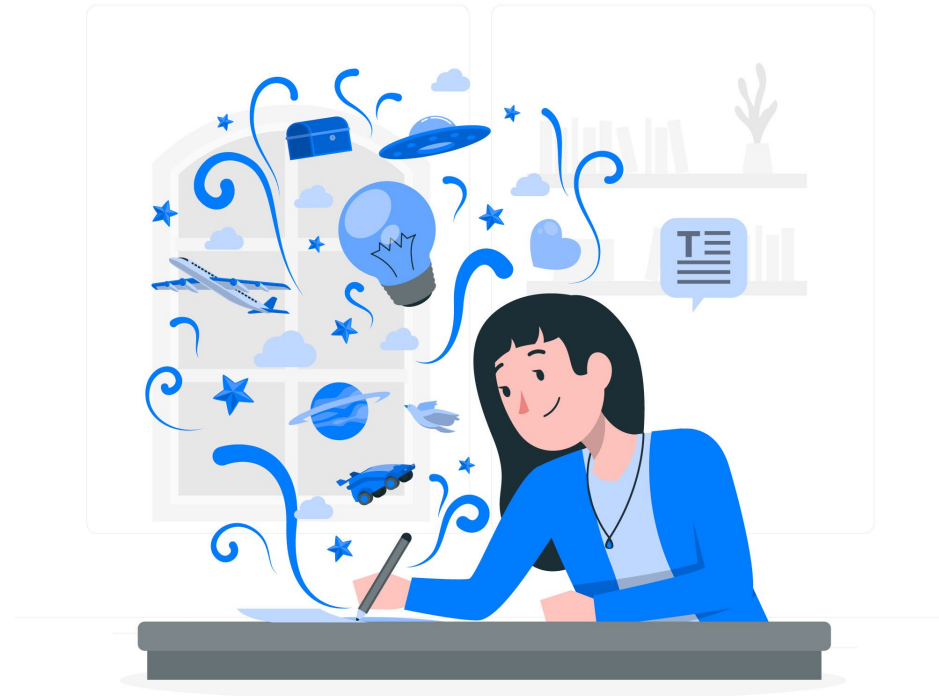
Getting Started

- Here are some ideas for getting started.
- Brainstorming



Getting Started

- Here are some ideas for getting started.
- Free Writing



Report vs Essay

[illegible]

Report vs Essay

[illegible]

Report vs Essay

Report	Essay
Provides objective information.	Presents a writer's claim or argument.
Highly structures into sections identified by headings.	Structured by paragraphing with key points identified in topic sentences.

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Grounded in practice but can link to theory.	Grounded in theory but can link to practice.
For a specific audience.	For a general audience.
Includes tables, graphs and diagrams.	Meaning is conveyed through text.

Technical Reports

- A technical report is a formal report designed to convey technical information in a clear and easily accessible format.

Technical Reports

- A technical report is a formal report designed to convey technical information in a clear and easily accessible format.
- It is divided into sections which allow different readers to access different levels of information

Report Characteristics

- It must be clear and concise.

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Report Characteristics

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- It is written in easy language which readers can understand easily.
- It must be appropriate and accurate.
- It should be well drafted and organised, with specific sections, headings and sub-headings.

Relevance to Industry

- The construction industry relies heavily on technical reports.

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Accident Reports

Relevance to Industry

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Accident Reports

Business Cases

Relevance to Industry

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Accident Reports *Business Cases* **Completion Reports**

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Accident Reports Business Cases Completion Reports

Concept Design Reports

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Construction Progress Reports

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Cost Reports

Relevance to Industry

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Concept Design Reports Construction Progress Reports

Cost Reports

Building Surveys

Relevance to Industry

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Accident Reports

Business Cases

Completion Reports

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Relevance to Industry

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Accident Reports

Business Cases

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Building Surveys

Tender Documents

Relevance to Industry

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Accident Reports

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Construction Progress Reports

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Tender Documents

Project Execution Plans

Relevance to Industry

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Relevance to Industry

- The construction industry relies heavily on technical reports.
- Basis of good decision making in business.
- Used to inform internal personnel and customers.
- Technical people prefer to read concise, technical documents.

Procedure

Plan

- Objectives
- Research
- Outline

Procedure

Plan

Think about the objectives for your report before you start writing.

Your objectives should identify:

Procedure

Plan

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Your objectives should identify:

- **Who** you're producing the report for?

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Your objectives should identify:

- **Who** you're producing the report for?
- **Why** you're producing the report?
- **What** information you're covering?
- **How** does it answer your research question?

Procedure

Plan

Get the information you need but be focused.

Your research should be:

- **Selective** – you can't use everything.

Procedure

Plan

A technical report will generally include the following sections:

Procedure

Plan

A technical report will generally include the following sections:

- **Title Page**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- **Abstract**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- Abstract
- **Contents Page**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- Abstract
- Contents Page
- **Introduction**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- Abstract
- Contents Page
- Introduction
- **Literature Review**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- Abstract
- Contents Page
- Introduction
- Literature Review
- **Methodology**

Procedure

Plan

A technical report will generally include the following sections:

- Title Page
- Abstract
- Contents Page
- Introduction
- Literature Review
- Methodology
- **Results**

Procedure

Plan

A technical report will generally include the following sections:

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- Contents Page
- Introduction
- Literature Review
- Methodology
- Results
- **Discussion**

Procedure

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- Abstract
- Contents Page
- Introduction
- Literature Review
- Methodology
- Results
- Discussion
- **Conclusions**

Procedure

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- Introduction
- Literature Review
- Methodology
- Results
- Discussion
- Conclusions
- **References**

Procedure

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A technical report will generally include the following sections:

- Title Page
- Abstract
- Contents Page
- Introduction
- Literature Review
- Methodology
- Results
- Discussion
- Conclusions
- References
- **Appendices**

Procedure



Procedure

Write

Be careful not to spend so much time on planning, you run out of time to write.

Procedure

Write

Draft 1:

Work out how many words you can write for each section.

Procedure

Write

Draft 1:

Work out how many words you can write for each section.

Start with whatever seems easiest.

Procedure

Write

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Keep going. Don't worry about style, spellings etc.

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Keep going. Don't worry about style, spellings etc.

State things clearly and in short sentences.

Procedure

Write

Draft 1:

Work out how many words you can write for each section.

Start with whatever seems easiest.

Keep going. Don't worry about style, spellings etc.

State things clearly and in short sentences.

A first draft can be rough and messy.

Procedure

Write

Writing is easier if the research, planning and organising have already been done.

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Regular, small bouts of writing can help to keep your work on track.

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Writing is easier if the research, planning and organising have already been done.

If you have a good structure, then tackling sections each day will quickly add together to complete your assignment.

Regular, small bouts of writing can help to keep your work on track.

Getting into the writing habit and doing it regularly can help to make you more fluent in your writing.

Procedure

Write

Draft 2+:

Check that information is grouped and ordered.

Procedure

Write

Draft 2+:

Check that information is grouped and ordered.

Check that sentences are coherent.

Procedure

Write

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Check that sentences are coherent.

Delete, improve or amend content from the first draft.

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Incorporate feedback

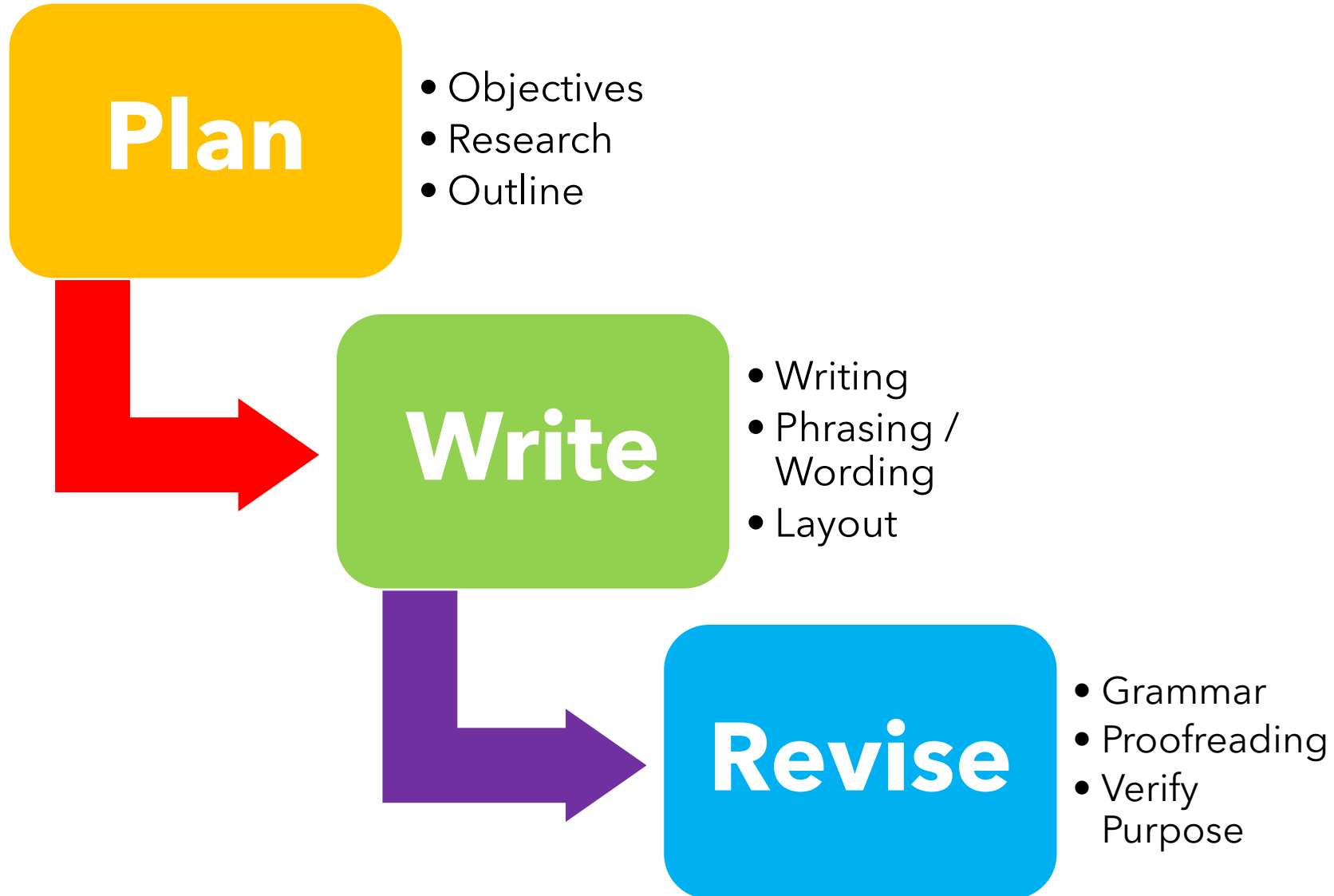
Procedure

Write

A paragraph contains:

- A topic sentence
- Supporting sentences
- A concluding sentence

Procedure



Procedure

Revise

Editing is the final stage of writing.

Procedure

Revise

Editing is the final stage of writing.

Make sure grammar and spelling are all correct.

Procedure

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Editing is the final stage of writing.

Make sure grammar and spelling are all correct.

Make sure you have used consistent heading and subheading styles.

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Check citations.

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Check citations.

Check everything looks neat, well presented and in order.

Procedure

Revise

- **Font:** Use clear, easy to read fonts like Times New Roman, Calibri or Arial. Size 11.

Procedure

Revise

- *Font*: Use clear, easy to read fonts like Times New Roman, Calibri or Arial. Size 11.
- ***Line Spacing***: Use 1.5 line spacing unless specified otherwise.

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- *Font:* Use clear, easy to read fonts like Times New Roman, Calibri or Arial. Size 11.
- *Line Spacing:* Use 1.5 line spacing unless specified otherwise.
- ***Margins:*** 2.54cm all round (Word's default)

Procedure

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- *Margins*: 2.54cm all round (Word's default)
- **Page Numbers**: Bottom of page. Should start after the title and contents pages.

Procedure

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- *Margins*: 2.54cm all round (Word's default)
- *Page Numbers*: Bottom of page. Should start after the title and contents pages.
- ***Headings***: Main section heading & sub-sections numbered.

Procedure

Revise

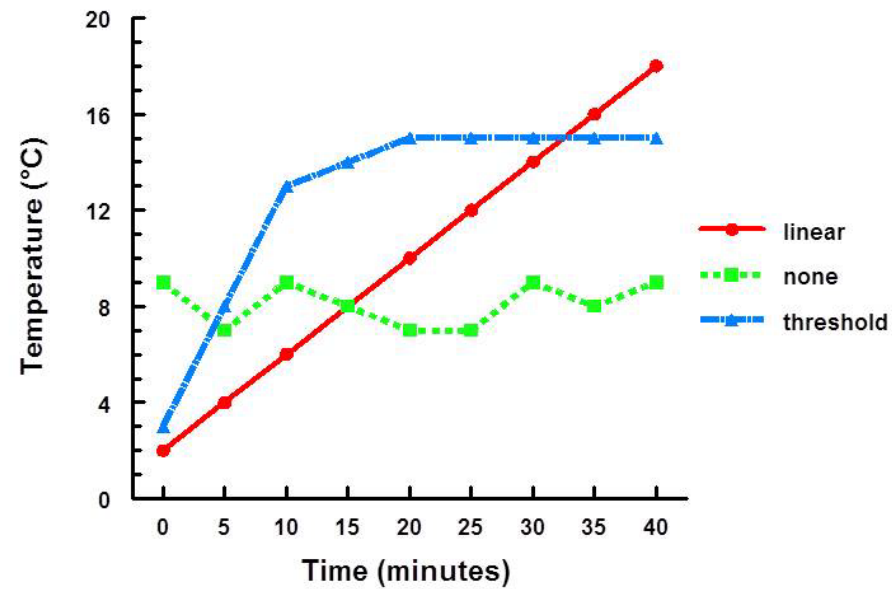


Figure 1. Text for line graph goes here (directly underneath graph). Describe the trend observed. Examples above include a linear effect of time heated on temperature of an object (red line), no response of temperature to time heated (green line), and a threshold response (blue line). I made up these numbers.

Procedure

Revise

Table 1 - Label for a table
always goes above

Water Depth (meters)	Temperature (°C)
50	18
75	15
100	12
150	5
200	4

Procedure

Revise

Punctuation

- Punctuation makes all the difference!
- Your work will read much better with good use of punctuation
- Plenty of online resources for correct punctuation rules

Procedure

Revise

Punctuation

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Paragraphs

- Break up large blocks of text where appropriate
- Long blocks of text are difficult to read
- Each paragraph should have a consistent subject

Procedure

Revise

Sentences

- Short sentences will convey information better
- Really long sentences are difficult to read

Procedure

Revise

Sentences

- Short sentences will convey information better
- Really long sentences are difficult to read

Report Length

- Keep it concise
- Stick to the word count
- Readers don't want to spend too long on a report

Procedure

Revise

Language

- Avoid personal pronouns.
- Avoid abbreviations.
- Avoid misplaced conjunctions.

Procedure

Revise

Editing is the final stage of writing.

Make sure grammar and spelling are all correct.

Make sure you have used consistent heading and subheading styles.

Check citations.

Check everything looks neat, well presented and in order.

Check your report answers the original question.

Procedure

Revise

let it go.

Next Week

Student Support Screening