

Welcome to Academic Skills!

LCLM4001 Academic Skills

Week 2



What today is about

Understand our Term 1 assessments

Learn what the marking criteria really mean

Practise prediction, skimming, and scanning

Learn how reading skills help us in the business world

Vevox: A Handy Tool



Overview of Assessments



Assessments at UWTSD

- Every assessment you do each term comes with an **Assessment Brief**.
- The brief tells you **exactly** what you need to do.
- Always read it carefully before starting.
- It helps you plan your work and understand what is expected.
- Term 1 is the only term in which you have **three** assessments per module, after that you will have **two**.

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APPENDIX GA36a

LEVEL 4 ASSESSMENT SPECIFICATION

Student name:		Student ID number:	
Programme:	Certificate of Higher Education in Business Skills for the Workplace		
Module:	Academic Skills		
Module code:	LCLM 4001	Contribution to Overall Module Assessment (%):	100%
Lecturer:	Dr. Lilian Dooshima Dugguh Sylvia Hoffmann	Internal Verifier:	Dr. Chung Lia Johnny Wan Dr. Lizeta Demetriou Naomi Doerge <u>Fatima Hashmi</u>
Assignment Title:	Academic Skills Task 1 - Academic Skills Quiz Task 2 - Application of academic skills exercise Task 3 - Reflective Writing Task	Word count (or equivalent):	Task 1 – 45 mins Task 2 – 90 mins Task 3 – (1hr 40 mins) 900 words equivalent

Example of an Assessment Brief

What an Assessment Brief Includes

- **Task details:** what you are asked to do.
- **Criteria:** how your work will be marked.
- **Deadlines:** when each assessment must be submitted (as well as when you can expect marks to be returned)
- **Resources & instructions:** **IF** there are any mandatory templates, specific readings, or rules.
- **Tips for success:** guidance on how to meet each criteria.
- **Submissions on Moodle**

Your Term 1 Assessments: Guess

This term you have 3 different Academic Skills tasks.

Discuss with a partner and make guesses on what these three tasks might be.

Task 1:

Task 2:

Task 3:

Before we go on

- Go to Moodle
- In LCLM4001 Academic Skills
- Under Week 2
 - In Class Materials
 - Download or open the Document titled:
LCLM4001 Assessment Information Sept' 26



Your Term 1 Assessments: Main Ideas

What to do:

- Read the brief very quickly
- Focus **only** on finding the answers to the questions
- Discuss with a partner & write the answers in your notes/or on the Assessment Brief Exploration Activity Sheet

3:00

1) Which task is worth the most marks?

2) What is the main activity for each task? (*one or two words each*)

Task 1:

Task 2:

Task 3:

3) Which task includes a presentation or speaking?

4) Which task looks the most challenging to you? Why? (*one short reason*)



Your Term 1 Assessments: Some Details

Now use the questions on the Assessment Brief Exploration Activity to look for further details.

- You are looking for specific answers to the questions only.
- **Don't read everything!**
- Write your answers in your notes or the or on the Assessment Brief Exploration Activity Sheet
- Discuss your answers with a partner

05:00



How do you feel about your Term 1 Assessments?

Go back to VEVOX



vevox

Criteria: What Exactly Is This?!

- Every piece of work at UWTSD is marked using specific criteria, like a checklist of what makes good work.
- Not all criteria are used in every assessment, the brief will tell you which ones matter for each task.
- Marks are based on how well you meet the relevant criteria, so knowing them helps you focus your work.

Criteria Breakdown: What Each One Means

Engagement with Literature

- Use credible sources to support ideas
- Reference correctly in Harvard style (covered in Week 4)
- Show enough reading to understand and support your arguments

Knowledge & Understanding

- Demonstrate clear understanding of key concepts, theories, and ideas
- Use examples to explain your points
- Follow the brief exactly: answer every required question

Cognitive & Intellectual Skills

- Analyse information and compare ideas
- Justify opinions with evidence
- Draw clear, logical conclusions



Criteria Breakdown: What Each One Means

Practical Application

- Apply learning to real-life examples or tasks
- Use relevant methods or models (as stated in the brief)



Transferable Skills for Life and Practice

- Write clearly in full sentences and structured paragraphs
- Use appropriate academic style
- Proofread carefully
- For presentations: clear, well-designed slides
- Speak clearly and demonstrate strong presentation skills (covered in Week 8)



Match Criteria to Example

1. Engagement with Literature

A. I used a business model from class to explain how a company improved performance.

2. Knowledge & Understanding

B. I compared two marketing ideas and explained which one I agree with.

3. Cognitive & Intellectual Skills

C. My work is well structured, uses full sentences, and is easy to read.

4. Practical Skills

D. I used a journal article and referenced it in Harvard style to support my argument.

5. Transferable Skills

E. I explained what customer service means and gave a real example from a shop.

Break time!

See you in 10 minutes 😊



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Reading Skills



Reading Skill 1: Prediction

Before we read a text, we can predict what it will be about.

We look at:

- the title
- the picture (if there is one)
- the topic
- any keywords we already know

 **What do you think this text is about —
in 1-3 words?**



**If you post it, they will come: The
businesses turning likes into
livelihoods**

Reading Skill 2: Skimming

What is skimming?

- Read quickly
- Look for the main idea, not details
- Use title, first lines of paragraphs, and headings (if any)
- Don't stop for difficult words

Ask:

**What is this
text mainly
about?**



Skimming Exercise

What to do:

- Read quickly
- Look for the main idea of the article
- Do not read every word
- Do not stop for difficult vocabulary

- You have 2 minutes to skim the text.

03:00

What is the main idea of the text?

Go back to VEVOX



Reading Skill 3: Scanning

When we scan, we look for:

- numbers
- dates
- names
- places
- reasons





Scanning Exercise

Use the worksheet on Moodle:

BBC Social Media Text Exercises

- Read the questions FIRST
- You then have 4 minutes to scan the text.
- Make note of your answers on the question sheet or in your notebook. If you want to complete some additional questions on the question sheet, please do!

04:00

Scan the text to find:

1. One company or business name
2. One person's name
3. One number (e.g. hours, staff, increase, etc.)
4. One UK place (location mentioned in the article)

Part 2: Find a specific detail

- How many staff does Murat Mutlu employ?
- How long did one customer travel?



Scanning Answers

- **Company names:**

Jet2, Binley Mega Chippy,
Honywood Sandwich Shop
(any acceptable)

- **Number:**

9 staff / three hours /
tenfold (any one
acceptable)

- **Place:**

Basildon / Essex

Person Name:

- Ben Newman/Destiny Harold/Murat Mutlu

Specific detail Answers:

How many staff does Murat Mutlu employ?

- 9

How long did one customer travel?

- 3 hours

Break time!

See you in 5 minutes 😊



How can these skills help in Business?

How could predicting, scanning, and skimming help in business?
Discuss with your partner.

Consider:

- How do businesses deal with lots of information quickly?
- When might staff need to find key details fast?
- How could predicting help before reading something fully?

From Reading Skills to Business Decisions

So far, you have practised:

- Skimming → finding the *main idea*
- Scanning → finding *specific facts quickly*

In business, these skills are not separate.

Businesses use them together to:

- understand reports quickly
- find key evidence or data
- make decisions under time pressure



What skill would you use?

Go back to VEVOX

Look at each situation and decide: **Skim or Scan**

After answering, briefly discuss your choice with the person sitting next to you





Reflection

05:00

Please complete these three sentences:

- **What is one thing about the assessments that feels clearer now?**
- **Which reading skill from today would be most useful for you, and why?**
- **What is one thing you would still like help with?**
- Write 1-3 short sentences for each question. Use simple English.
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.



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Recap

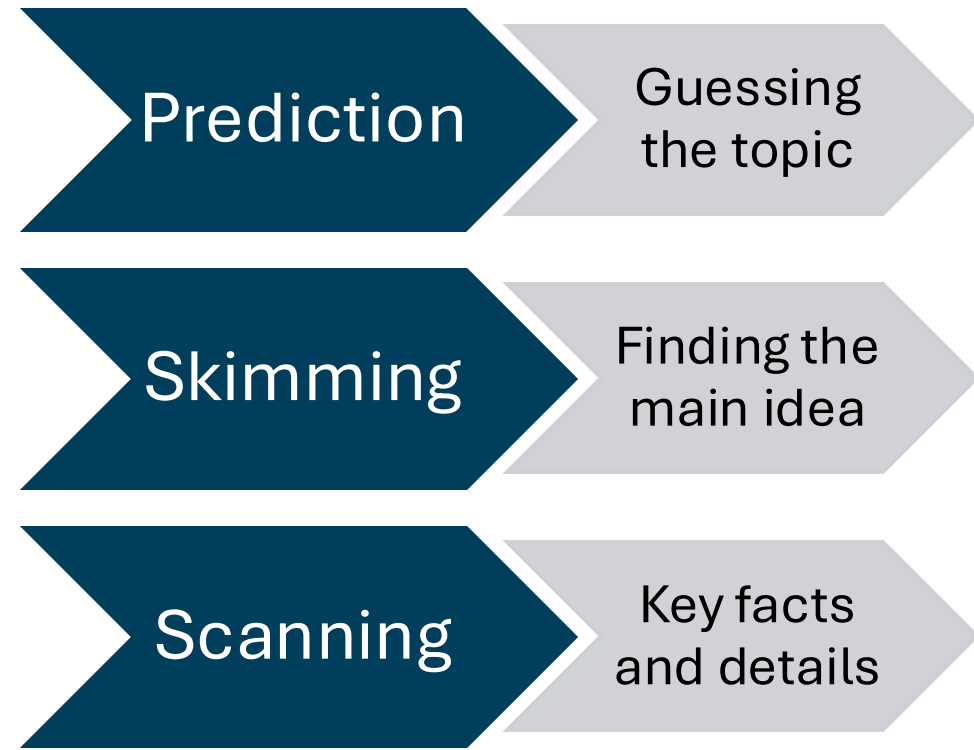


Today we learned...

- What UWTSD assessment briefs are and how they are structured
- What the three Academic Skills tasks will be this term
- What UWTSD marking criteria is and how to interpret it
- Key reading skills: predicting, skimming, and scanning
- Why these skills are important in business

And we...

- Began exploring the text for Task 1 (more on this next week)



Prediction

Guessing the topic

Skimming

Finding the main idea

Scanning

Key facts and details





Student Success Team

- Your success, Our Priority.
- Supporting Cert HE students to achieve their goals.
- What we do
 - Advice with issues affecting your studies
 - Support with university processes and form filling
 - Signposting to access university teams
 - Run workshops and events.
- [UWTSD Student Success](#)



Next Week: Reading and Analysing Business Information

Next Week:

- Reading and note-taking skills
- Key arguments in business texts
- Reading well = good decisions
- Confidence with real business information





Homework due for Week 3



- Complete: **Stages of information**
 - The Information Timeline
 - How to understand how information is created and passed along
- Complete AS1 Lesson in the Assessment Information and Submission Tile!!



Open Moodle

- Go to this module (Academic Skills)
- Click Week 2
- Select Stages of Information Training



Open Moodle

- Go to this module (Academic Skills)
- Click Assessment Information and Submission
- Scroll down until you see this:



AS1: Reading and Notes: Assessment Information and Help

- Click the link and complete the lesson slowly and carefully! (We can see if you do it or not!)



Types of Information

Types of Information:

- Not all information is reliable or appropriate
- You need a lot of information to create an accurate picture
- Choosing the right type of information save you time

Open Moodle

- Go to this module (Academic Skills)
- Click Week 2
- Select Types of Information Training