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EC SO4003: Academic Study Skills

Planning for your Assessments 2023

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



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Academic Reading

- Read around the subject area that you have chosen
- Record the information that you have found
 - And where you have found it!!!
- Remember that writing an essay is not about what you know, it is about what you have found through research.

Why write an essay?

- Essay comes from the Latin word 'to present a case'
- Formal academic piece of writing
- Structured
- Sets out debates and arguments on a subject
- Avoids examinations
- Provides you with the opportunity to read about the subject in a wider context to inspire you

Why write an essay?

- You are able to explore areas which are of interest to you
- It gives you an opportunity to demonstrate that you know and understand the information
- It provides you with an opportunity to show how you set out the information
 - The ability to organise
 - Analyse
 - Evaluate

Build a Burger!!

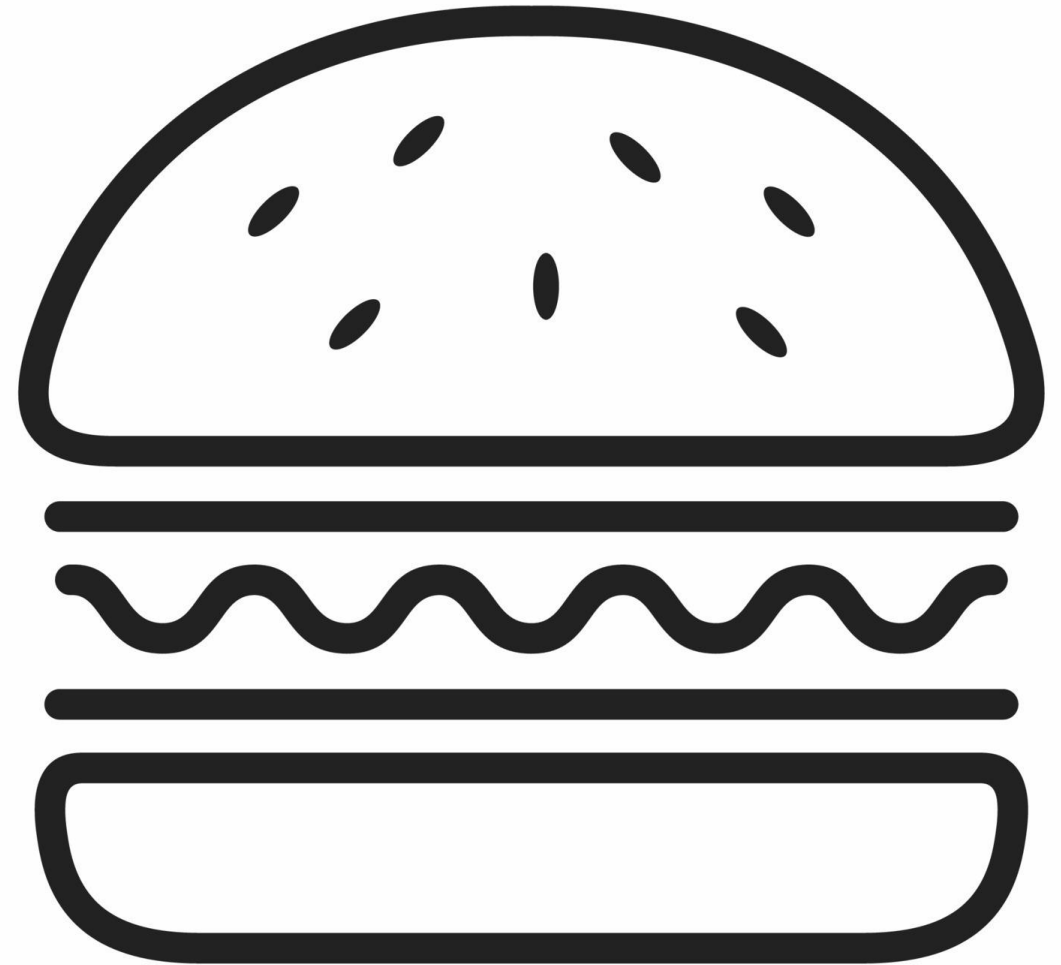
Introduction



Main Body



Conclusion



An Introduction Should:

- Explain what the submission is going to do
- Explain how you have interpreted the question
- Summarise the arguments you are to put forward
- Define key terms used
- Identify any key points
- Brief outline on how you are going to approach the question
 - This essay will...

(Cottrell, 2019)

The Main Body Should:

- Develop your ideas
- Develop an argument
- Link each paragraph in a purposeful way
 - By providing linking sentences to explain your next paragraph
 - The first sentence should be the topic of your last paragraph

(Cottrell, 2019)

The Conclusion Should:

- Summarise what has been said in the essay
- Provide concluding arguments
- No new information should be presented
- State general conclusions and why they are significant
- A final sentence to sum up that you have answered the question

(Cottrell, 2019)

Your Essay Plan

- Introduction (Approx 10%)
 - What is going to be included within your essay
 - Write this last
- Main body (Approx 80%)
 - Description of group/individual
 - Paragraph
 - What challenges do they face within society?
 - Paragraph
 - Example in practice
 - Why do they face these challenges
 - Paragraph
 - Include theory
 - Is your group/individual represented in policy/legislation
 - Paragraph
 - Include policy/legislation
- Conclusion (Approx 10%)
 - Paragraph
 - A summary of what you have included in your main body

(Cottrell, 2019)

Reference list

- At the end of your assignments, you **MUST** have a reference list
- This gives credit to the original authors and demonstrates the literature you have used.
- You are marked on your literature skills which means your reference list is important!
- Referencing and citing is an important academic skill, you must do it to avoid plagiarism.

How to Format your Assignment:

- Font size: 12 point
- Font Style: Times New Roman
- Layout: Justified
- Line Spacing : 1.5 line spacing for assignments
2 (double) line spacing for dissertations

This means that your writing should look like this on your page. It is easier to pre – set these settings on your computer so that you do not forget to do this at the end. For help with this please see the IT service Desk. When you complete your writing, you should use this checklist to ‘format’ your work. Incorrect formatting will loose you marks!

Academic Writing

- Avoid Abbreviations and Contractions
 - dept. - they're
 - e.g. - weren't
 - i.e. - isn't
 - Write in the third person
 - I/We/You – NO!
 - Research concluded that
 - Jones will argue
 - Use Formal Language
 - His argument was a bit much
 - Jones disagrees with the assertion arguing that...
- (Cottrell, 2003)

Academic Writing

- Avoid Using Wide Phrases such as:
 - Appears to...
 - Seems to...
 - Possibly...
 - Probably...
 - Apparently...
- Be professional and not descriptive, avoid making assumptions:
 - The subject seemed nice
 - Jones make a flamboyant remark
 - This research was good

(Cottrell, 2003)

Academic Writing

- Be objective!
 - Do not be influenced by your personal feelings/opinions when writing, Find the evidence!
 - Example: How could the Government get away with this? – NO!
- Avoid asking questions – even rhetorical ones
- At undergraduate level, your essays should consist of the facts, backed up by evidence.
- Be concise – do not use unnecessary words – the life story is not needed
- Ensure your writing has fluidity
 - Sentences should be written in full
 - Avoid bullet points and lists
 - Avoid isolated sentences

(Cottrell, 2003)

Academic Writing: Acronyms

- Acronyms should be set out in full initially
- NHS – National Health Service
- SSWB(W)A – Social Services and Well-being (Wales) Act
- ACAS – Advisory Conciliation and Arbitration Service
- Once you have initially set them out in your work you can then use the acronym.
- Example: The National Health Service (NHS) confirm that obesity may be a cause of breathlessness.
- The NHS state that a calorie-controlled diet can assist in combatting obesity.

Writing academically should be:

- Logical – a sequence
- Reasoned –backed up by arguments that can be referred to
- Supported by evidence
- With reference to a wide range of resources
 - Library journals
 - Books
 - Websites
- Check the reliability and bias of resources
- Objective

Writing – Key Words

Describe

Discuss

Analyse

Compare

Contrast



Writing – Key Words



Describe

Give a Detailed account of something in words

Discuss

Talk or write about a topic in detail

Analyse

Examine something in detail to explain it or to find out its structure

Compare

Point out the 'what's' in which one person or thing is similar to another

Contrast

Compare two things to emphasize their difference

Academic Writing

- Compare similarities and differences
- Contrast opposing points
- Evaluate the significance of the similarities and differences
- Make a judgement, giving reasons
- Show evidence used to arrive at the judgement
- Get the balance right



Assessment 1

- Word Count: Essay 1500 Words
- Weighting: 50%
- Submission Deadline: 9th November 2023
- Submission Release: 1st December 2023

Describe some of the challenges faced by an individual/group in today's society.

- Choose an individual/group linked to your area of interest/degree include:
 - a Reference List
 - intext citations and reference predominately from Research Articles
 - citations from academic texts/books
- At least:
 - 1 x government legislation (online)
 - 1 x image online
 - 1 x general website
 - 3 x research articles

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Create a mind map

Disability

Group/Individual

Describe some of the challenges faced by an individual/group in today's society.

- Consider what challenges they face.
- What do you already know?

- Word Count: Essay 1500 Words
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Create a mind map

Disability

Challenges

TASK

PART 1

- Think about individuals and groups in today's society that is linked to your area of interest.
- Write down the challenges that they face within society
- Create a mind map or list these.

PART 2

- Practice Writing academically.
- Start with a sentence and then build it into a paragraph.

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(Cottrell, 2019)

References

- Cottrell, S. (2019) The Study Skills Handbook. 5th Edn. London: Red Globe Press
- National Health Service (2019) Overview Obesity. Available at: Obesity - NHS (www.nhs.uk) (Accessed: 21 March 2021).
- Waite, M. and Hawker, S. (2009) Oxford Paperback Dictionary and Thesaurus. Oxford: Oxford University Press.