

Academic skills Workbook

Name:

ACTIVITY 1:

The assignment writing process.

Look at following steps. Are they a) at the start, b) in the middle, or c) at the end of the writing process?

1.
Considering your audience (who is going to read what you are writing),
2.
Deciding your purpose (why you are writing)
3.
Using clear and consistent formatting to enhance readability
4.
Identifying and selecting relevant material that you need to read
5.
Aiming for writing which is clear, concise and grammatically correct.
6.
Proofreading your text to check grammar, punctuation and references
7.
Submitting your final assignment
8.
Editing what you have written
9.
Reading and gathering information
10.
Producing a plan or outline of the assignment
11.
Submitting a formative assignment for feedback
12.
Using and referencing sources appropriately



ACTIVITY 2:

CAN YOU MATCH THE FOLLOWING INSTRUCTION WORDS, WITH A SUITABLE DEFINITION (SIMPLY DRAW A LINE)

Consider

Examine

Describe

Evaluate

Discuss

Explain

Look at the topic closely by establishing the important facts and issues

Say what something is like, how or why something works or happens

Say what something is like, how or why something works or happens

Argue for and against, or point out the advantages and disadvantages, using evidence

Say what you think about the subject, using evidence from your own experience or from external sources

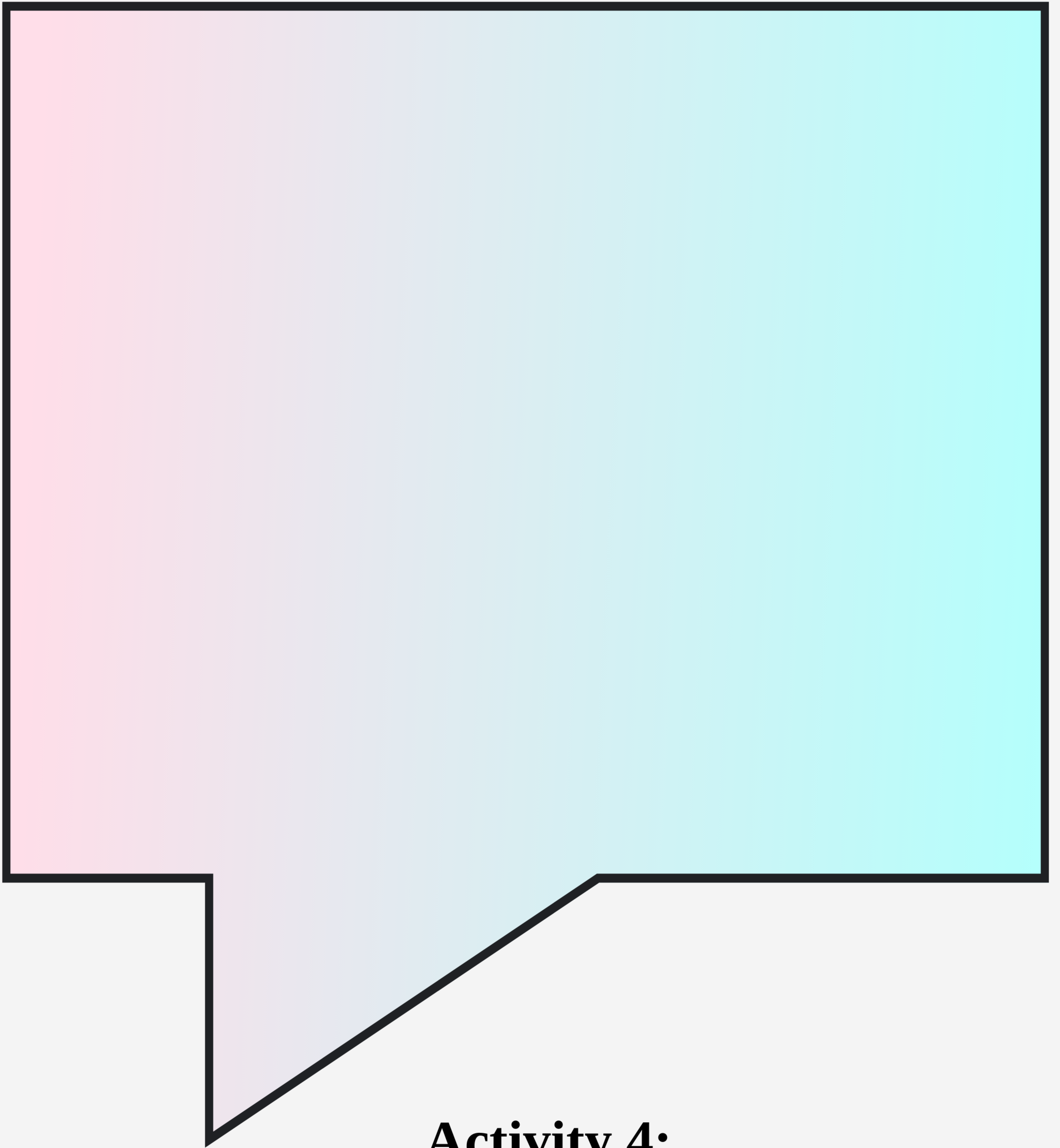
Give a detailed explanation of how or why something occurs

Requires an answer that decides and explains how great, valuable or important something is

ACTIVITY 3: PARAPHRASE THE FOLLOWING PARAGRAPH ON THE SUBSEQUENT PAGE (WRITE IT IN YOUR OWN WORDS. THIS MAY INVOLVE MAKING IT MORE CONCISE).



Safeguarding is a concept that was introduced several decades ago in the United Kingdom and refers to the collection of measures that ensure groups such as children, young people, and vulnerable adults are protected from abuse, harm and neglect in society. These measures are wide ranging and ensure that everything from sexual abuse to malnutrition does not occur. In health and social care, safeguarding is a legal obligation for all organisations, whether public or private. There are a number of pieces of legislation that will guide this, in addition to various standards, processes and precedents that are set by local authorities. When it comes to Health and Social Care, there are four major laws that workers will need to be aware of, and they are the following:



Activity 4:

Now that you have paraphrased. Indicate above where a reference would be required to support your statements. Do this by placing a tick where you feel a reference should go.

Activity 5:

Now that you have identified where the references go, you now need to find the references and include them as a reference list below. Refer to referencing guidelines to help. We will then discuss "in text" referencing

A large, empty, rounded rectangular box with a black border, filled with a light blue-to-white gradient, intended for a reference list.