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| Writing/essay related |
| Dissertation related |
| Revision & Exams |
| General study skills |

[**DP19813**](https://moodle.kent.ac.uk/2020/course/view.php?id=3782): **Online ‘Bitesize’ Skills Development programme 2021 – 2022**

Each 15-30 minute session in this programme is standalone, non-credit bearing and delivered via MS Teams. Each session consists of a live presentation covering definitions, examples, strategies and techniques on a specific topic, followed by the opportunity for student questions.

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| **Autumn Term** |
| **Week** | **Date**  | **Time** | **Topic**  |
| **-1** | Monday 13 Sept. | 2pm | Introduction to university study (overview) |
|  | Tuesday 14 Sept. | 2pm | Getting organised |
|  | Wednesday 15 Sept.  | 2pm | Studying at home: Time Management & Technology  |
|  | Thursday 16 Sept. | 2pm | Independent learning, reflective & critical thinking  |
|  | Friday 17 Sept. | 2pm | Getting the most from lectures & seminars (inc. note-t.) |
|  |  |  |  |
| **0** | Monday 20 Sept. | 3pm | Getting organised |
| **WW**  | Tuesday 21 Sept. | 3pm | Independent learning, reflective & critical thinking  |
|  | Wednesday 22 Sept. | 3pm | Getting the most from lectures & seminars (inc. note-t.) |
|  | Thursday 23 Sept. | 3pm | Studying at home: Time Management & Technology |
|  | Friday 24 Sept. | 3pm | Introduction to university study (overview) |
|  |  |  |  |
| **1** | Monday 27 Sept.  | 1pm | Getting the most from lectures & seminars (note-t.) |
|  | Tuesday 28 Sept. | 1pm | Studying at home: Time Management & Technology  |
|  | Wednesday 29 Sept. | 1pm | Introduction to university study (overview) |
|  | Thursday 30 Sept. | 1pm | Getting organised |
|  | Friday 1 October | 1pm | Independent learning, reflective & critical thinking |
|  |  |  |
| **2** | Monday 4 October | 2pm | Getting the most from lectures & seminars note-t.) |
|  | Tuesday 5 October | 2pm | Independent learning, reflective & critical thinking |
|  | Wednesday 6 Oct. | 2pm | Getting organised |
|  | Thursday 7 October | 2pm | Getting the most out of MS Word |
|  | Friday 8 October | 2pm | Studying at home: Time Management & Technology |
|  |  |  |  |
| **3** | Monday 11 October | 3pm  | Researching for written assignments  |
|  | Tuesday 12 October | 3pm | Getting the most out of MS Word |
|  | Wednesday 13 Oct. | 3pm | Giving a presentation |
|  | Thursday 14 October  | 3pm | Considering an essay question |
|  | Friday 15 October | 3pm | Planning an essay |
|  |  |  |
| **4** | Monday 18 October | 1pm | Reading and note-taking |
|  | Tuesday 19 October | 1pm | Researching for written assignments |
|  | Wednesday 20 Oct. | 1pm | Considering an essay question |
|  | Thursday 21 October | 1pm | Reflective writing |
|  | Friday 22 October | 1pm | Critical analysis |
|  |  |  |
| **5** | Monday 25 October | 2pm | Using tutor feedback |
|  | Tuesday 26 October | 2pm | Giving a presentation |
|  | Wednesday 27 Oct. | 2pm | Planning an essay |
|  | Thursday 28 October | 2pm | Reading and note-taking |
|  | Friday 29 October | 2pm | Researching for written assignments  |
|  |  |  |
| **6** | Monday 1 Nov. | 3pm | Considering an essay question |
|  | Tuesday 2 Nov. | 3pm | Critical analysis |
|  | Wednesday 3 Nov.  | 3pm | Academic writing and language |
|  | Thursday 4 Nov. | 3pm | Reflective writing |
|  | Friday 5 Nov. | 3pm | Structuring your essay main body |
|  |  |  |
| **7** | Monday 8 Nov. | 1pm | Writing paragraphs |
|  | Tuesday 9 Nov. | 1pm | Planning an essay |
|  | Wednesday 10 Nov. | 1pm | Quoting, paraphrasing, summarising |
|  | Thursday 11 Nov. | 1pm | Structuring your essay main body |
|  | Friday 12 Nov. | 1pm | Referencing |
|  |  |  |
| **8** | Monday 15 Nov.  | 2pm | Structuring your essay main body |
|  | Tuesday 16 Nov. | 2pm | Writing an introduction |
|  | Wednesday 17 Nov. | 2pm | Dissertations |
|  | Thursday 18 Nov. | 2pm | Quoting, paraphrasing, summarising |
|  | Friday 19 Nov.  | 2pm | Reflective writing |
|  |  |  |
| **9** | Monday 22 Nov. | 3pm | Writing paragraphs |
|  | Tuesday 23 Nov.  | 3pm | Giving a presentation |
|  | Wednesday 24 Nov. | 3pm | Using tutor feedback |
|  | Thursday 25 Nov. | 3pm | Referencing |
|  | Friday 26 Nov. | 3pm | Writing an introduction |
|  |  |  |  |
| **10** | Monday 29 Nov. | 1pm | Dissertations |
|  | Tuesday 30 Nov.  | 1pm | Academic writing and language |
|  | Wednesday 1 Dec.  | 1pm | Editing |
|  | Thursday 2 Dec.  | 1pm | Quoting, paraphrasing, summarising |
|  | Friday 3 Dec.  | 1pm | Writing a conclusion |
|  |  |  |
| **11** | Monday 6 Dec.  | 2pm | Writing a conclusion |
|  | Tuesday 7 Dec.  | 2pm | Editing |
|  | Wednesday 8 Dec.  | 2pm | Structuring your essay main body |
|  | Thursday 9 Dec.  | 2pm | Critical analysis |
|  | Friday 10 Dec.  | 2pm | Proof-reading |
|  |  |  |
| **12** | Monday 13 Dec.  | 3pm | Academic writing and language |
|  | Tuesday 14 Dec.  | 3pm | Editing |
|  | Wednesday 15 Dec.  | 3pm | Referencing |
|  | Thursday 16 Dec.  | 3pm | Proof-reading |

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| **Spring Term** |
| **Week** | **Date**  | **Time** | **Topic**  |
| **13** | Monday 17 January  | 1pm | Studying at home: Time Management & Technology |
|  | Tuesday 18 January  | 1pm | Critical analysis |
|  | Wednesday 19 Jan.  | 1pm | Getting the most out of MS Word |
|  | Thursday 20 January  | 1pm | Planning an essay |
|  | Friday 21 January  | 1pm | Getting the most from lectures & seminars (inc. note-t.) |
|  |  |  |  |
| **14** | Monday 24 January  | 2pm | Getting the most out of MS Word |
|  | Tuesday 25 January  | 2pm | Getting the most from lectures & seminars (inc. note-t.) |
|  | Wednesday 26 Jan. | 2pm | Critical analysis |
|  | Thursday 27 January  | 2pm | Planning an essay |
|  | Friday 28 January  | 2pm | Giving a presentation  |
|  |  |  |  |
| **15** | Monday 31 January | 3pm | Quoting, paraphrasing, summarising |
|  | Tuesday 1 February  | 3pm | Dissertations |
|  | Wednesday 2 Feb.  | 3pm | Literature reviews |
|  | Thursday 3 Feb. | 3pm | Researching your dissertation |
|  | Friday 4 February  | 3pm | Writing up your dissertation |
|  |  |  |  |
| **16** | Monday 7 February  | 1pm | Referencing |
|  | Tuesday 8 February  | 1pm | Literature reviews |
|  | Wednesday 9 Feb.  | 1pm | Researching your dissertation |
|  | Thursday 10 Feb. | 1pm | Writing up your dissertation |
|  | Friday 11 February  | 1pm | Reflective writing |
|  |  |  |  |
| **17** | Monday 14 February | 2pm | Writing a report |
|  | Tuesday 15 February | 2pm | Charts and diagrams |
|  | Wednesday 16 Feb. | 2pm | Dissertations  |
|  | Thursday 17 February | 2pm | Literature reviews |
|  | Friday 18 February  | 2pm | Writing up your dissertation |
|  |  |  |  |
| **18** | Monday 21 February | 3pm | Studying at home: time management & technology |
|  | Tuesday 22 February  | 3pm | Critical analysis |
|  | Wednesday 23 Feb. | 3pm | Revision and exams – get ready |
|  | Thursday 24 February  | 3pm | Writing a report |
|  | Friday 25 February  | 3pm | Charts and diagrams |
|  |  |  |  |
| **19** | Monday 28 February | 1pm | Writing an introduction  |
|  | Tuesday 1 March | 1pm | Structuring your essay main body |
|  | Wednesday 2 March  | 1pm | Writing a conclusion |
|  | Thursday 3 March  | 1pm | Editing |
|  | Friday 4 March  | 1pm | Reflective writing |
|  |  |  |  |
| **20** | Monday 7 March | 2pm | Giving a presentation |
|  | Tuesday 8 March | 2pm | Quoting, paraphrasing, summarising |
|  | Wednesday 9 March | 2pm | Referencing |
|  | Thursday 10 March | 2pm | Editing |
|  | Friday 11 March | 2pm | Proof-reading |
|  |  |  |  |
| **21** | Monday 14 March | 3pm | Revision and exams – get ready |
|  | Tuesday 15 March | 3pm | Planning your revision |
|  | Wednesday 16 March | 3pm | Revision skills |
|  | Thursday 17 March | 3pm | Exam techniques |
|  | Friday 18 March | 3pm | Essay writing in exams |
|  |  |  |  |
| **22** | Monday 21 March | 1pm | Online exams |
|  | Tuesday 22 March | 1pm | Studying at home: time management & technology |
|  | Wednesday 23 March | 1pm | Revision and exams – get ready |
|  | Thursday 24 March | 1pm | Planning your revision |
|  | Friday 25 March | 1pm | Revision skills |
|  |  |  |  |
| **23** | Monday28 March  | 2pm | Managing exam stress |
|  | Tuesday 29 March | 2pm | Essay writing in exams |
|  | Wednesday 30 March  | 2pm | Referencing |
|  | Thursday 31 March | 2pm | Editing |
|  | Friday 1 April | 2pm | Proof-reading |
|  |  |  |  |
| **24** | Monday 4 April | 3pm | Revision and exams – get ready |
|  | Tuesday 5 April | 3pm | Essay writing in exams |
|  | Wednesday 6 April  | 3pm | Online exams |
|  | Thursday 7 April  | 3pm | Managing exam stress |
|  | Friday 8 April  | 3pm | Exam techniques |
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| **Summer Term** |
| **Week** | **Date**  | **Time** | **Topic**  |
| **25** | Tuesday 10 May | 12pm | Exam techniques |
|  | Wednesday 11 May | 12pm | Exam techniques |
|  | Thursday 12 May | 12pm | Exam techniques |
|  |  |  |  |
| **26** | Tuesday 17 May | 1pm | Exam techniques |
|  | Wednesday 18 May | 1pm | Exam techniques |
|  | Thursday 19 May | 1pm | Exam techniques |