Library Services Workshops

E-resources

This workshop introduces students/staff to library e-resources, how to access and search through databases, and how to store valuable information for easy information retrieval. In addition for staff, examples of how to embed these eresources within MyCity to improve your online courses. Copyright relating to use of online resources is also covered, demonstrating the CLEAR tool.

Duration of workshop: 1 hour

Essay & report Writing

Our workshop on essay and report writing introduces students to the basic principles involved in planning and researching essays and reports. The differences between the two forms of written work are explored, and advice is given on how to search for and gather information, then how to organise and structure each. Other handy tips are given to ensure good practice in academic writing.

Duration of workshop: 20 minutes (NB: this workshop works well if combined with a referencing session at the same time.)

Bibliographies and Referencing workshop

This workshop will assist students in compiling a bibliography using the Harvard System. It will cover both print resources (books and journals) and online resources (websites and ebooks). The workshop will emphasise the importance of citing references while showing students how to correctly cite the sources they have quoted in their work. This workshop also informs students about the importance of avoiding plagiarism. During the course of the workshop, students are given the opportunity to practice citing for themselves in a supportive atmosphere.

Duration of workshops: 30-40 minutes (allow 1 hour if combining with Essay and Report Writing workshop).

Research skills

Our workshop on Research Skills helps students to define and refine their research topic, then plan and execute their research strategy. Students will be signposted in finding appropriate print resources (books, newspapers and journals) or online resources (ebooks, image banks and databases) - all available to students for free, through the Library's collection.

Students will gain a better understanding why they should evaluate the sources they use, and how to check reliability, currency, relevance and accuracy. The workshop also highlights the importance of keeping a record of all resources used in order to produce an accurate bibliography.

Duration of workshops: 20 minutes (or 40 minutes if looking at both print and online resources)

Presentation skills

From dealing with nerves to thinking about the target audience and how best to present the content, our workshop on Presentation Skills gives plenty of hints and tips, taking students from the planning stage of their presentation to delivering it.

Duration of workshops: 20 minutes

Revision and exam preparation

This workshop covers exam preparation techniques, highlighting the necessity for early preparation and time management. It covers note-taking and mind maps and covers a variety of revision methods. In addition it gives hints on how to approach the paper on the day of the exam.

Duration of workshop: 20 minutes