



Version 4.0 released: 12 / 03 / 10 : **Changes marked in red**  
Always check 'updates & changes' at: [www.londonmet.ac.uk/ldu](http://www.londonmet.ac.uk/ldu)  
for any last minute changes to this programme.



## Spring semester 2009/2010

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LDU courses, workshops & 1-to-1 support

# Times & locations

There is **no need to book** any of the advertised sessions: **just turn up** at the times/locations advertised

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NEED MORE INFORMATION? CONTACT US:

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[www.londonmet.ac.uk/ldu](http://www.londonmet.ac.uk/ldu)

# 1. STUDY & ACADEMIC SKILLS WORKSHOP SERIES

## STUDY & ACADEMIC SKILLS WORKSHOP PROGRAMME

### Getting Organised for Study

Effective time management and organisation are critical for success at university. This 1½-hour workshop offers a range of strategies with this in mind.

Day	Time	Date	Site	Room
Weds	2-3.30pm	10 Feb	Learning Centre: Holloway Road Library	LCG-36
Mon	6-7.30pm	22 Feb	Learning Centre: Holloway Road Library	LCG-36
Tues	12.30-2pm	23 Feb	Calcutta House	CM5-04
Weds	11am-12.30pm	24 Feb	Ladbroke House Library	LH1-11
Weds	11.30am-1pm 11am-12.30pm	24 Feb	Calcutta House Library	CMN3-03
Thurs	1.30-3pm 12-1.30pm	25 Feb	Moorgate Library	MG4-07 MG2-03

### Notemaking, Research & Active Reading

This 1½-hour workshop combines the Notetaking and Research workshops (below), focusing on how to make meaningful notes in class and when researching for assignments and how to develop your research and reading strategies.

Day	Time	Date	Site	Room
Weds	5.30-7pm	24 Feb	Calcutta House Library	CMN3-03
Mon	6-7.30pm	1 Mar	Learning Centre: Holloway Road Library	LCG-36
Tues	12.30-2pm	2 Mar	Calcutta House: Writing Centre	CMB-21
Thurs	1.30-3pm 12-1.30pm	4 Mar	Moorgate Library	MG4-07
Weds	4.30-6pm	24 Mar	Calcutta House Library	CMN3-03

### Notemaking (expanded session)

This expanded 1½-hour workshop focuses on how to make meaningful notes in class and when researching for assignments.

Day	Time	Date	Site	Room
Weds	2-3.30pm	17 Feb	Learning Centre: Holloway Road Library	LCG-36
Weds	11am-12.30pm	3 Mar	Ladbroke House Library	LH1-11

### Research & Active Reading (expanded session)

Develop your research and reading strategies by attending this informative, expanded 1½-hour workshop.

Day	Time	Date	Site	Room
Weds	2-3.30pm	24 Feb	Learning Centre: Holloway Road Library	LCG-36
Weds	11am-12.30pm	10 Mar	Ladbroke House Library	LH1-11

'Very interesting and useful. I wish I'd found out about your courses sooner'  
BSc Psychology student (3<sup>rd</sup> year)

### How to give an Excellent Presentation

A 1½-hour workshop on how to deliver excellent oral presentations and contribute effectively in seminars.

Day	Time	Date	Site	Room
Weds	11.30am-1pm 11am-12.30pm	3 Mar	Calcutta House Library	CMN3-03
Weds	2-3.30pm	3 Mar	Learning Centre: Holloway Road Library	LCG-36
Mon	6-7.30pm	8 Mar	Learning Centre: Holloway Road Library	LCG-36
Tues	11am-12.30pm	16 Mar	Calcutta House: Writing Centre	CMB-21
Weds	11am-12.30pm	17 Mar	Ladbroke House Library	LH1-11
Weds	1.30-3pm	17 Mar	Moorgate Library	MG4-07
Tues	4.30-6pm 5-6.30pm	23 Mar	Moorgate Library	MG4-07

# 1. STUDY & ACADEMIC SKILLS WORKSHOP SERIES (continued)

## STUDY & ACADEMIC SKILLS WORKSHOP PROGRAMME (continued)

### Writing & Structuring Essays and Reports

This 1½-hour workshop introduces students to how to write effectively for written assignments.

Day	Time	Date	Site	Room
Mon	3.30-5pm	15 Feb	Calcutta House: Writing Centre	CMB-21
Weds	5.30-7pm	3 Mar	Moorgate Library	MG4-07
Weds	2-3.30pm	10 Mar	Learning Centre: Holloway Road Library	LCG-36
Mon	6-7.30pm	15 Mar	Learning Centre: Holloway Road Library	LCG-36
Weds	11am-12.30pm	24 Mar	Ladbroke House Library	LH1-11
Weds	1.30-3pm	14 Apr	Moorgate Library	MG4-07
Weds	11am-12.30pm	<del>28 Apr</del> 21 Apr	Ladbroke House Library	LH1-11

### Academic Writing & Language (incl. referencing)

Students are encouraged to practise their writing skills in this 1½-hour workshop.

Day	Time	Date	Site	Room
Mon	3.30-5pm	22 Feb	Calcutta House: Writing Centre	CMB-21
Weds	5.30-7pm	10 Mar	Moorgate Library	MG4-07
Weds	2-3.30pm	17 Mar	Learning Centre: Holloway Road Library	LCG-36
Mon	6-7.30pm	22 Mar	Learning Centre: Holloway Road Library	LCG-36
Weds	11am-12.30pm	14 Apr	Ladbroke House Library	LH1-11
Weds	1.30-3pm	21 Apr	Moorgate Library	MG4-07
Weds	11am-12.30pm	<del>5 May</del> 28 Apr	Ladbroke House Library	LH1-11

### Preparing for Exams: Revision & Exam Techniques

This 1½-hour workshop focuses on how to develop critical revision strategies and how to perform effectively in the exam environment.

Day	Time	Date	Site	Room
Weds	2-3.30pm	24 Mar	Learning Centre: Holloway Road Library	LCG-36
Mon	6-7.30pm	12 Apr	Learning Centre: Holloway Road Library	LCG-36
Tues	4.30-6pm	27 Apr	Moorgate Library	MG4-07
Weds	1.30-3pm	28 Apr	Moorgate Library	MG4-07
Tues	11am-12.30pm	4 May	Calcutta House: Writing Centre	CMB-21
Weds	11.30am-1pm	5 May	Calcutta House Library	CMN3-03

'Everything was covered & was very informative ... could be a bit longer.'  
BA Fine Art student (2<sup>nd</sup> year)

# 2. STUDY & ACADEMIC SKILLS: SHORT COURSES & OTHER WORKSHOPS

## ● **ESSAYS & OTHER WRITTEN ASSIGNMENTS (SHORT COURSE)**

4 x 1½-hour weekly classes focusing in detail on how to produce excellent written assignments. Coverage includes:

- Conventions & requirements of essays & other written assignments
- The main body: paragraphing, signposting, effective written communication
- Evolving the introduction & conclusion as a critical analytical tool
- Critical analysis of your own work/editing etc.

Students should attend all 4 weeks.

Day	Time	Starting	Finishing	Site	Room
Mon	12-1.30pm	15 Feb	8 Mar	Learning Centre: Holloway Road Library	LCG-36
Tues	4.30-6pm	23 Feb	16 Mar	Calcutta House Library	CMN3-03
Weds	12-1.30pm	24 Feb	17 Mar	Learning Centre: Holloway Road Library	LCG-36
Mon	3.30-5pm	1 Mar	22 Mar	Moorgate Library	MG4-07
Tues	2.30-4pm	13 Apr	4 May	Calcutta House: Writing Centre	CMB-21
Weds	4-5.30pm	14 Apr	5 May	Moorgate Library	MG4-07

'Really useful. ... It should be made compulsory!'  
(Essays & Report Writing)  
BA Criminology student (1<sup>st</sup> year)

'A lot of helpful stuff, lots covered. Maybe the sessions could be a bit longer?'  
(Essays & Report Writing)  
BA Design student (1<sup>st</sup> year)

## ● **WRITING ACADEMIC & BUSINESS REPORTS (WORKSHOP)**

A 1½-hour workshop focusing in detail on how to produce excellent academic & business reports.

Day	Time	Date	Site	Room
Tues	12.30-2pm	<del>9 March</del> 13 April	Moorgate Library	MG4-07
Weds	1-2.30pm	10 March	Moorgate Library	MG4-07
Thurs	1.30-3pm	11 March	Moorgate Library	MG4-07

## ● **THE LDU 'WRITERS' CLUB'**

For practical help with real assignments, the LDU 'Writers' Club' offers a friendly environment for students to meet, over a 4-week period (1½-hours per week), to develop their writing strategies in small, informal discussion groups. The Club offers time for students to discuss key issues, support each other and work with the tutor to overcome problems and promote success.

Day	Time	Starting	Finishing	Site	Room
Weds	10-11.30am	10 Feb	3 Mar	Learning Centre: Holloway Road Library	LCG-36
Weds	10-11.30am	10 Mar	14 Apr	Learning Centre: Holloway Road Library	LCG-36
Weds	10-11.30am	21 Apr	12 May	Learning Centre: Holloway Road Library	LCG-36

## ● **THE LDU 'POSTGRADUATE WRITERS' CLUB'**

The LDU 'Postgraduate Writers' Club' offers a friendly environment for postgraduate students to meet, over a semester, to develop their writing strategies in small, informal discussion groups. The Club offers time for students to discuss key issues, support each other and produce finished pieces of writing. Each Club operates as a formal academic writing group such that real writing is focused on and undertaken by participants.

Day	Time	Starting	Finishing	Site	Room
Tues	6-8pm	16 Mar	20 Apr	Learning Centre: Holloway Road Library	LCG-36

## 2. STUDY & ACADEMIC SKILLS: SHORT COURSES & OTHER WORKSHOPS (continued)

### ● CRITICAL READING & WRITING FOR UNDERGRADUATES (SHORT COURSE)

3 x 1-hour per week. Research, reading and critical thinking strategies are at the heart of being a successful student. This short course provides an opportunity to get to grips with the theory & practice of academic reading for assignments: a must for all serious undergraduate students!

Students should attend all 3 weeks.

Day	Time	Starting	Finishing	Site	Room
Mon	12-1pm	<del>1 Mar</del> 15 Mar	<del>15 Mar</del> 12 Apr	Learning Centre: Holloway Road Library	LCG-36

### ● CRITICAL READING & WRITING FOR UNDERGRADUATES (WORKSHOP)

A single, 2-hour session covering the same topics as the short course above.

Day	Time	Date	Site	Room
Sat	10.30-12.30pm	17 April	Learning Centre: Holloway Road Library	LCG-36

'I've attended lots of LDU classes. The Use of English, Critical Reading and Study Skills were all particularly helpful'  
BA Accounting & Finance student (1<sup>st</sup> year)

### ● CRITICAL ANALYSIS & RESEARCH SKILLS FOR POSTGRADUATES (WORKSHOP)

This single, 2-hour workshop will focus on improving your ability to critically analyse academic material and will help you develop your research skills for effective postgraduate-level study. The workshop provides an introduction to critical analysis and focuses on critical reading, research skills and critical-analytical writing.

Day	Time	Date	Site	Room
Sat	10.30-12.30pm	24 April	Learning Centre: Holloway Road Library	LCG-36

See also 1-to-1 study support – page 11

# 3. ENGLISH IN AN ACADEMIC CONTEXT

## ● USE OF ENGLISH FOR ACADEMIC WRITING (SHORT COURSE)

A short course of 4 x 2-hour weekly sessions designed to help students develop their skills and confidence in switching from spoken/informal English to using academic style. The course covers:

- Principles of academic writing: formal v informal English; features of academic style; prefixes & suffixes
- The grammar of simple sentences: sentence structure; use of the passive; definite & indefinite articles
- Compound & complex sentences: joining two simple sentences; relative pronouns & relative clauses; clauses & phrases; academic vocabulary
- Paragraph writing: use of linking words and phrases; the language of referencing

**Students should attend all 4 weeks.** All students welcome; this course may be particularly useful for students for whom English is a second language.

Day	Time	Starting	Finishing	Site	Room
Mon	1-3pm	22 Feb	15 Mar	Learning Centre: Holloway Road Library	LCG-36
Fri	3-5pm	5 Mar	26 Mar		
Thurs	5-7pm	25 Feb	18 Mar	Calcutta House	CM2-14
Mon	6-8pm	1 Mar	22 Mar	Moorgate	MG2-03

'As a student newly studying in England, this course was very helpful for me to understand what is required when writing assignments'  
(Use Of English for Academic Writing)  
BA Development Studies & International Relations student (1<sup>st</sup> year)

## ● PUNCTUATION (WORKSHOP)

A 2-hour workshop all about punctuation and how to use it effectively, illustrated by examples of well-written academic texts. (An optional second, practical session will run the following week, at which students should bring a page of their own, current writing).

Day	Time	Date	Site	Room
Mon	6-8pm	12 April	Moorgate	MG2-03

## ● HOW TO PROOFREAD (WORKSHOP)

A 2-hour workshop helping participants develop their skills in proofreading their own work. The session will cover the main principles of proofreading through a chosen text. Students should bring their own written essays/assignments for practice in class.

Day	Time	Date	Site	Room
Mon	6-8pm	26 April	Moorgate	MG2-03

See also AES (Academic and English Support) classes for International and EU students – page 14

# 4. WRITING DISSERTATIONS & LARGE PROJECTS

## ● DISSERTATIONS AND MAJOR PROJECT WRITING (SHORT COURSE)

4 x 2 hours weekly. A short course for undergraduate and masters-level students on writing dissertations and extended final-year written projects.

Coverage includes:

- Intro to writing dissertations: focusing & formulating the topic; developing & writing the proposal; time & project management; working with your supervisor
- Research skills & developing a research methodology: keeping a research journal; surveying the literature & demystifying 'literature reviews'; secondary & primary evidence; electronic databases & advanced internet search strategies
- Planning & writing the dissertation: understanding the purpose of different sections; academic writing; sustaining an argument; critical analysis; style and use of evidence; drafting & redrafting
- Referencing, bibliographies, plagiarism, final stages, introductions & conclusions, critical analysis of your own work, editing & proofreading

Students should attend all 4 weeks.

Day	Time	Starting	Finishing Site	Room
Mon	10.30-12.30pm	15 Feb	8 Mar	Ladbroke House Library LH1-11
Tues	2-4pm	16 Feb	9 Mar	Learning Centre: Holloway Rd Library LCG-36
Mon	6-8pm	22 Feb	15 Mar	Calcutta House Library CMN3-03
Thurs	11am-1pm	25 Feb	18 Mar	Moorgate MG5-03

'Very well delivered ... with enthusiasm ...'  
MA Business Economics student

## ● DISSERTATIONS AND MAJOR PROJECT WRITING (FOR POSTGRADS) (SHORT COURSE)

4 x 2 hours weekly. While the above course is for both undergraduates and postgraduates, this course is exclusively for postgraduates (content is the same as the general course).

Day	Time	Starting	Finishing Site	Room
Tues	6-8pm	16 Feb	9 Mar	Learning Centre: Holloway Road Library LCG-36
Weds	4-6pm	24 Feb	17 Mar	Calcutta House Library CM4-21 CMN3-03

'This course has given me many tools to help me write a hopefully successful dissertation, where if I had not attended I would have definitely been stuck!!! There should be more advertising of these courses.'  
(Dissertations & Major Project Writing)  
BA History student (3<sup>rd</sup> year)

'I found it very helpful and I think that many of my fellow students would have attended if they had been aware of the workshops earlier.'  
LLB (Business Law) student (3<sup>rd</sup> year)  
(Dissertations & Major Project Writing)

See also [Statistics for Writing Projects and Dissertations: page 10](#)

See also [1-to-1 study support – pages 11-12](#)

# 5. ICT FOR UNIVERSITY STUDY

## ● ESSENTIAL IT WORKSHOP SERIES

### ■ Navigating the University Website

This 2-hour workshop introduces students to the various IT systems used at University, such as: the MetraNet (University intranet), including Evision, Timetables and the University's email system, how to change passwords and how to print in the computer labs.

Day	Time	Date	Site	Room
Tues	3-5pm	23 Feb	Calcutta House Library	CM1N-12
Weds	2-4pm	24 Feb	Calcutta House Library	CM1N-12
Thurs	5.30-7.30pm	25 Feb	Tower Building	TM-G07

### ■ Understanding Office 2007

This 2-hour workshop introduces students to Office 2007, new to University machines for 2009/10.

Day	Time	Date	Site	Room
Tues	3-5pm	2 Mar	Calcutta House Library	CM1N-12
Weds	2-4pm	3 Mar	Calcutta House Library	CM1N-12
Thurs	5.30-7.30pm	4 Mar	Tower Building	TM-G07

### ■ Using Word to Produce Assignments

This 2-hour workshop assists students in creating, saving and printing short documents. Main topics include: the Menu bar and other Toolbars, document statistics, formatting, saving and printing.

Day	Time	Date	Site	Room
Tues	3-5pm	9 Mar	Calcutta House Library	CM1N-12
Weds	2-4pm	10 Mar	Calcutta House Library	CM1N-12
Thurs	5.30-7.30pm	11 Mar	Tower Building	TM-G07

### ■ Understanding Excel for Coursework and Assignments

This 2-hour workshop covers creating basic worksheets. Main topics are: toolbars, formatting, rows/columns and cells, relative and absolute addressing, and formula and functions.

Day	Time	Date	Site	Room
Tues	3-5pm	16 Mar	Calcutta House Library	CM1N-12
Weds	2-4pm	17 Mar	Calcutta House Library	CM1N-12
Thurs	5.30-7.30pm	18 Mar	Tower Building	TM-G03

### ■ Using PowerPoint for Presentations

This 2-hour workshop presents the basics of creating presentations. Main topics include: toolbars, slide layout, slide transition, basic slide animation, slide sorting and printing handouts.

Day	Time	Date	Site	Room
Tues	3-5pm	23 Mar	Calcutta House Library	CM1N-12
Weds	2-4pm	24 Mar	Calcutta House Library	CM1N-10
Thurs	5.30-7.30pm	25 Mar	Tower Building	TM-G07

## ● FURTHER IT WORKSHOP SERIES

### ■ Further Techniques for Using Word

This 2-hour workshop supports students in writing, producing and presenting long documents and tracking changes. Main topics include: styles, headings, document maps, tracking and auto features.

Day	Time	Date	Site	Room
Thurs	5.30-7.30pm	15 Apr	Tower Building	TM-G07

### ■ Using Excel for Presenting Work

This 2-hour workshop covers charts, embedding & linking and statistics. Main topics include: producing and formatting charts, transferring charts to MS Word, cell formatting, descriptive statistics and formula sheets.

Day	Time	Date	Site	Room
Thurs	5.30-7.30pm	22 Apr	Tower Building	TM-G07

### ■ Advanced PowerPoint Techniques For Presentations

This 2-hour workshop presents the more advanced techniques of creating presentations. Main topics include: slide transition and animations, images, charts, tables and sound.

Day	Time	Date	Site	Room
Thurs	5.30-7.30pm	29 Apr	Tower Building	TM-G07

See also 1-to-1 IT support – page 12

# 6. MATHS & STATS FOR UNIVERSITY

## ● ESSENTIAL MATHEMATICS WORKSHOP SERIES

### ■ Understanding Numeracy

This 1½-hour workshop looks at the number system, rounding numbers – significant figures and decimal places, standard form and calculations with directed numbers.

Day	Time	Date	Site	Room
Weds	6-7.30pm	24 Feb	Learning Centre: Holloway Road Library	LCG-36

### ■ Fractions, decimals, percentages, ratio & proportion

This 1½-hour workshop shows how to calculate using fractions, decimals, percentages, ratio and proportion and the connections between them.

Day	Time	Date	Site	Room
Weds	6-7.30pm	3 Mar	Learning Centre: Holloway Road Library	LCG-36

### ■ Basic algebra

This 1½-hour workshop gives experience of working with algebra, including simplifying expressions and substitution.

Day	Time	Date	Site	Room
Weds	6-7.30pm	10 Mar	Learning Centre: Holloway Road Library	LCG-36

### ■ Linear equations & functions

This 1½-hour workshop considers solving linear equations, plotting linear functions & using graphs to solve simultaneous linear equations.

Day	Time	Date	Site	Room
Weds	6-7.30pm	17 Mar	Learning Centre: Holloway Road Library	LCG-36

### ■ Non-linear functions

This 1½-hour workshop looks at plotting non-linear functions, using graphs to solve non-linear equations, sketching non-linear functions and sketching the effect of transformations on these functions.

Day	Time	Date	Site	Room
Weds	6-7.30pm	24 Mar	Learning Centre: Holloway Road Library	LCG-36

### ■ Basic calculus

This 1½-hour workshop introduces differentiation as the gradient function and integration as the reverse process.

Day	Time	Date	Site	Room
Weds	6-7.30pm	14 Apr	Learning Centre: Holloway Road Library	LCG-36

### ■ Calculus applications

This 1½-hour workshop looks at stationary points in differentiation and their use in maximising/minimising problems; integration is applied to determine areas under a curve.

Day	Time	Date	Site	Room
Weds	6-7.30pm	21 Apr	Learning Centre: Holloway Road Library	LCG-36

## ● QUANTITATIVE METHODS WORKSHOP SERIES

### ■ Basic Probability

This 1½-hour workshop explores the processes, techniques and applications of basic probability.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	1 Mar	Tower Building	TMG-03

### ■ Collecting & Presenting Data

This 1½-hour workshop will help students to understand the techniques of collecting and presenting data in tables and charts.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	8 Mar	Tower Building	TMG-03

### ■ Measures of Central Tendency

This 1½-hour workshop illustrates the methods in calculating and describing data averages (e.g., mean) for both raw and grouped data.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	15 Mar	Tower Building	TMG-03

## 6. MATHS & STATS FOR UNIVERSITY (continued)

### ● QUANTITATIVE METHODS WORKSHOP SERIES (continued)

#### ■ Measures of Spread

This 1½-hour workshop illustrates the methods in calculating and describing data distribution (e.g., standard deviation) for both raw and grouped data.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	22 Mar	Tower Building	TMG-03

#### ■ Calculating probability using Venn diagrams & decision trees

This 1½-hour workshop considers calculating probability using the addition rule and the multiplication rule, showing when Venn diagrams and decision trees are useful.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	12 Apr	Tower Building	TMG-03

#### ■ Correlation & Linear Regression

This 1½-hour workshop explains the techniques involved in establishing the strengths, and determining the equations, of relationships between 2 variables.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	19 Apr	Tower Building	TMG-03

#### ■ Time Series Data

This 1½-hour workshop uses the analysis of Time Series Data to identify the trend of pass data to assist in forecasting.

Day	Time	Date	Site	Room
Mon	<del>5-6.30pm</del> 1-2.30pm	26 Apr	Tower Building	TMG-03

### ● BASIC STATISTICS FOR INTERPRETATION & PRESENTATION (SHORT COURSE)

3 x 1½ hours weekly. A short course offering essential guidance on understanding, analysing and presenting data and writing reports using statistics. Coverage includes:

- Types of data, methods of presentation and descriptions used to comment on these
- Statistics used to summarise data, looking at: measures of central tendency (types of averages); measures of spread; symmetry of skewness

Students should attend all 3 weeks.

Day	Time	Starting	Finishing	Site	Room
Thurs	6-7.30pm	18 Feb	4 Mar	Learning Centre: Holloway Road Library	LCG-36

### ● STATISTICS FOR WRITING PROJECTS AND DISSERTATIONS, INCLUDING THE USE OF SPSS OUTPUT (SHORT COURSE)

3 x 1½ hours weekly. A short course offering guidance on statistical tests used to analyse data and how inferences are made. The course covers:

- A foundation for understanding statistical inference and considering: hypothesis tests, testing significance and confidence intervals
- Statistical decision-theory and a more detailed look at hypothesis testing and tests of significance
- Statistical tests used with bivariate data analysis: looking at correlation, linear regression and contingency tables

Students should attend all 3 weeks.

Day	Time	Starting	Finishing	Site	Room
Thurs	6-7.30pm	11 Mar	25 Mar	Learning Centre: Holloway Road Library	LCG-36

See also 1-to-1 Maths & Stats support – page 12

# 7. ONE-TO-ONE STUDY ADVICE

In addition to our courses, we run a limited number of drop-in one-to-one study advice sessions.

What we offer in these sessions:

- 15 to 30 minutes (depending on how many people are waiting) of one-to-one consultation with a tutor.
- The opportunity to ask questions and talk through your assignment.
- Advice and guidance on choosing/analysing a topic and planning an assignment.
- Advice on editing, proof-reading and correcting your assignment (but we will not do this for you!).

Students are seen on a first come, first served basis: please be prepared to wait to be seen.

Don't expect to have anything done for you: the aim of the one-to-one is to give you strategies to help you work independently. Sessions are term-time only.

## ● DROP-IN GENERAL STUDY ADVICE

■ City campus: CM2-22 (LDU reception), Calcutta House.

Day	From:	To:	Times
Mondays:	15 February	- 26 April*	11am-12.30pm
	15 February	- 24 May*	1-2.30pm
	22 March	- 26 April*	5.30-6.30pm
Tuesdays:	16 February	- 25 May*	2-4pm
	16 February	- 4 May*	4.30-6.30pm
Wednesdays:	17 February	- 5 May*	11am-12pm & 4-5pm
	17 February	- 26 May*	1-3pm
Thursdays:	18 February	- 27 May*	2-4pm
	18 February	- 6 May*	5-6.30pm
	11 March	- 6 May*	11.30am-1pm

\* Term-time only



How you can make the most of your session:

- Think through what you want to ask before you come and try to do some work on it yourself.
- Bring your work with you: this might be a title, a plan, a draft, notes or a piece of work which has been returned to you by a subject tutor.
- Bring your module handbook and any instructions and criteria given by the subject tutor.
- Don't leave work until the last minute: allow time between your workshop session and your deadline in which to complete your work.

■ City campus: Moorgate Library, training desk

Day	From:	To:	Times
Mondays:	15 February	- 24 May*	3.30-5pm
Wednesdays:	17 February	- 26 May*	3.30-5pm
Thursdays:	18 February	- 27 May*	3.30-5pm

\* Term-time only

■ North campus: Ground Floor, Learning Centre (Holloway Road Library).

Day	From:	To:	Times
Mondays:	15 February	- 24 May*	2-7pm 2-8pm
Tuesdays:	16 February	- 25 May*	1-4pm
Wednesdays:	17 February	- 26 May*	2-7pm
Thursdays:	18 February	- 27 May*	11am-2pm
Saturdays:	20 February	- 29 May*	10am-1pm

\* Term-time only

■ North campus: Ladbroke House Library, Study Room 1, First Floor.

Day	From:	To:	Times
<b>Ladbroke House 1-to-1 support has been cancelled.</b> Please attend sessions at Holloway Road, Moorgate or Calcutta House. Apologies for any inconvenience			

## 7. ONE-TO-ONE STUDY ADVICE (continued)

### ● DROP-IN MATHS, STATS & QUANTITATIVE METHODS ADVICE

#### ■ City campus: CM2-22 (LDU reception), Calcutta House.

Day	From:	To:	Times
Tuesdays	16 February	- 4 May*	1-2pm
Thursdays:	18 February	- 6 May*	2-4pm**

\* Term-time only

\*\* as part of Drop-in General Study Advice

#### ■ City campus: Moorgate Library, training desk.

Day	From:	To:	Times
Mondays:	15 February	- 26 April*	3.30-5pm**
Tuesdays:	16 February	- 25 May*	3.30-5.00pm

\* Term-time only

\*\* as part of Drop-in General Study Advice

#### ■ North campus: Ground Floor, Learning Centre (Holloway Road Library).

Day	From:	To:	Times
Mondays:	15 February	- 24 May*	6-8pm
Tuesdays:	16 February	- 25 May*	<del>1.30-4.30pm</del> 12.30-3.30pm
Wednesdays:	17 February	- 26 May*	2-5pm
Thursdays:	18 February	- 27 May*	<del>3-6pm</del> 12.30-3.30pm

\* Term-time only

### ● DROP-IN BASIC IT ADVICE SESSIONS

#### ■ City campus: CM2-22 (LDU reception), Calcutta House.

Day	From:	To:	Times
Tuesdays:	16 February	- 4 May*	5.30-6.30pm**
Wednesdays:	17 February	- 5 May*	11am-12pm & 4-5pm**

\* Term-time only

\*\* as part of Drop-in General Study Advice

# 8. LIBRARY WORKSHOPS ON INFORMATION LITERACY

For more information and details of any changes to rooming & running times, see the library skills pages at: [www.londonmet.ac.uk/library](http://www.londonmet.ac.uk/library)

## LIBRARY TOP-UP WORKSHOPS

A set of 3 x 1 hour workshops run by the London Met libraries team. These 'Top-Up' workshops are held in an IT studio so you may practise new skills yourself, 'hands-on,' in a relaxed and supportive environment.

### My Reading Lists and More

This session covers: managing your account; making sense of your reading list; using the catalogue to find books and journals; using books and journals (including ebooks and ejournals); referencing.

Day	Time	Date	Site	Room
Thurs	1-2pm	11 Feb	Calcutta House Library	CM1N-10
Mon	2-3pm	15 Feb	Learning Centre Holloway Road Library	LC2-03
Mon	2-3pm	15 Feb	Moorgate Library	MG4-07
Mon	1-2pm	22 Feb	Ladbroke House Library	LH1-12
Mon	2-3pm	22 Feb	Commercial Rd Library	CR3-10
Thurs	12-1pm	25 Feb	Moorgate Library	MG4-07
Mon	3-4pm	1 Mar	Ladbroke House Library	LH1-12
Tues	3-4pm	2 Mar	Commercial Rd Library	CR3-10
Thurs	12-1pm	4 Mar	Learning Centre Holloway Road Library	LC2-03
Thurs	1-2pm	4 Mar	Calcutta House Library	CM1N-10

### Online Search Skills

This session covers: identifying suitable resources; search strategies; how to find electronic journal articles; using a newspaper database.

Day	Time	Date	Site	Room
Thurs	1-2pm	18 Feb	Calcutta House Library	CM1N-10
Tues	1-2pm	23 Feb	Learning Centre: Holloway Road Library	LC2-03
Tues	2-3pm	23 Feb	Moorgate Library	MG4-07
Weds	1-2pm	24 Feb	Commercial Road Library	CR3-10
Mon	2-3pm	1 Mar	Commercial Road Library	CR3-10
Tues	2-3pm	2 Mar	Ladbroke House Library	LH1-12
Thurs	11am-12pm	4 Mar	Learning Centre: Holloway Road Library	LC2-03
Thurs	12-1pm	11 Mar	Moorgate Library	MG4-07
Thurs	1-2pm	11 Mar	Calcutta House Library	CM1N-10
Thurs	3-4pm	18 Mar	Ladbroke House Library	LH1-12

### Google and Beyond

This session covers: pros and cons using websites (incl Wikipedia); evaluating web sites; using Google more effectively; referencing.

Day	Time	Date	Site	Room
Tues	2-3pm	23 Feb	Commercial Road Library	CR3-10
Tues	3-4pm	23 Feb	Ladbroke House Library	LH1-12
Thurs	1-2pm	25 Mar	Calcutta House Library	CM1N-10
Mon	2-3pm	1 Mar	Moorgate Library	MG4-07
Thurs	1-2pm	4 Mar	Learning Centre: Holloway Road Library	LC2-03
Thurs	2-3pm	4 Mar	Commercial Road Library	CR3-10
Thurs	2-3pm	4 Mar	Ladbroke House Library	LH1-12
Weds	1-2pm	10 Mar	Learning Centre: Holloway Road Library	LC2-03
Tues	2-3pm	16 Mar	Moorgate Library	MG4-07

# 9. ACADEMIC & ENGLISH SUPPORT CLASSES FOR INTERNATIONAL & EU STUDENTS:

These sessions are run by AES (Academic & English Support). For more information, see: [www.londonmet.ac.uk/els/english-support-classes](http://www.londonmet.ac.uk/els/english-support-classes)

**All room information will be published on this website shortly before the classes begin.**

## ● LANGUAGE FOR UNIVERSITY STUDY

5 x 1-hour workshops. Topics: grammar workshops, formal academic language, cohesion, word building, avoiding generalisation, being indirect.

Day	Time	Starting	Finishing	Site	Room
Tues	12-1pm	9 Feb	9 Mar	North campus	BEL1-08 (weeks 1-2) then BELG-06
Fri	1-2pm	12 Feb	12 Mar	North Campus	BR4-03

## ● READING, LISTENING & SPEAKING AT UNIVERSITY

5 x 1-hour workshops. Topics: improving confidence in seminars, critical thinking, useful language for presentations, pronunciation, listening and note taking, reading with a purpose.

Day	Time	Starting	Finishing	Site	Room
Tues	1-2pm	9 Feb	9 Mar	North Campus	BEL1-08 (weeks 1-2) then BELG-06
Tues	3-4pm	9 Feb	9 Mar	Moorgate	MG5-32
Thurs	12-1pm	11 Feb	11 Mar	North Campus	BR5-05

See also the LDU's course & workshops on page 6.

## ● WRITING FOR UNIVERSITY STUDY

5 x 1-hour workshops. Topics: structure of a discursive essay, planning an essay, paragraphing, referencing & avoiding plagiarism, combining sources with your own ideas, summarising, paraphrasing & synonyms.

Day	Time	Starting	Finishing	Site	Room
Tues	4-5pm	9 Feb	9 Mar	Moorgate	MG5-32
Weds	12-1pm	10 Feb	10 Mar	North Campus	BR3-16
Thurs	1-2pm	11 Feb	11 Mar	North Campus	BR5-05

## ● POSTGRADUATE STUDY

5 x 1-hour workshops. Topics: structure of a research essay, finding your niche, establishing method & conducting research, discussing results, drawing conclusions.

Day	Time	Starting	Finishing	Site	Room
Weds	1-2pm	10 Feb	10 Mar	North Campus	BR3-16
Fri	12-1pm	12 Feb	12 Mar	North Campus	BR4-03

# 10. THE WRITING CENTRE

## ● THE WRITING CENTRE

The Writing Centre is a free & friendly service offering discipline-specific writing support to undergraduate and postgraduate students. The Writing Centre team can help with any aspect of writing assignments & are committed to helping students become more confident writers. All writers benefit from feedback. Don't miss this exciting opportunity to improve your work! The Writing Centre offers:

### ■ Tutorials

Students can book appointments to see a trained Writing Mentor or a Writing Specialist for a one-to-one session of up to 1 hour.

### ■ Resources

Computer workstations & study materials are also available.

For more information & to book Tutorials, see: [www.londonmet.ac.uk/writingcentre](http://www.londonmet.ac.uk/writingcentre)

# 11. LDU PREVENTING PLAGIARISM WEBLEARN COURSE

## ● 'PREVENTING PLAGIARISM' WEBLEARN COURSE

Learn how to avoid accidentally committing plagiarism with a quick & informative WebLearn-based course. The course is designed to raise awareness of successful study practices and help to prevent plagiarism. Content includes:

- Introduction & student views on plagiarism
- 'Don't cheat yourself' online tutorial
- Plagiarism & cheating & mitigating circumstances: presentations by the University's Student Casework Office;
- Additional learning resources.

### ■ Registering for the Preventing Plagiarism course

1. From the London Metropolitan University home page (<http://londonmet.ac.uk>), click on '**Metranet**' and scroll down select '**WebLearn**'.



**METRANET**  
London Metropolitan  
University intranet for  
Students and Staff

2. Then click on '**Login to WebLearn**'

Alternatively, go to: <http://weblearn.londonmet.ac.uk/>

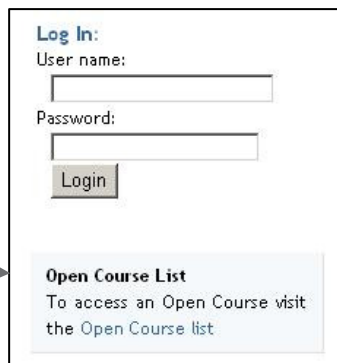
3. Click on London Metropolitan University as shown below:



**London Metropolitan University**

4. Under the log-in section, you will see a heading '**Open Course List**'.

To view the list of courses running in WebLearn this semester, click **Open Course List**. It looks like this:

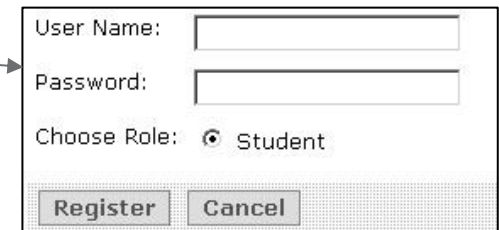


**Log In:**  
User name:   
Password:

**Open Course List**  
To access an Open Course visit the Open Course list

5. Scroll down the list to find '**Preventing Plagiarism 2009-10**' and select this

6. A screen will appear which looks like this:




User Name:   
Password:   
Choose Role:  Student

7. Enter your **user name** and **password**. (This is what you usually use when you log into the University system).

8. Click on the '**Register**' button

9. You should receive a message which says: "**You have been registered for Preventing Plagiarism 2009-10 as a student.**"

If you click on '**Go to my modules**', you will see that it has been added to the bottom of your list of Weblearn modules. The button looks like this:



**Go to My Modules**

10. The **Preventing Plagiarism** module will be on you list each time you log on to WebLearn.