1.Question 1

Consider the following assignment from a university course:

“You are part of a consultative team that has been hired by the Board of Executives for a well-known construction company. The company has recently seen a significant increase of accidents on worksites. Workers are angry about the accidents and are threatening strikes, and management are worried about both their employees’ safety and loss of productivity.

You have been hired to help alleviate the tension and get the workers back working as soon as possible. In order to do this, you will need to recommend measures to reduce or eliminate the number of accidents on the worksites.

Present your team’s approach to the class in a 10 minute presentation as though they were the Board of Executives, with an extra 5 minutes at the end for questions.”

When giving the presentation (and thus communicating your solution), who is your target audience?

(a). Your lecturer or tutor



(b). Your classmates



(c). The hypothetical Board of Executives

(e). Primarily (c)., but with considerations for (b). and (a).

2.Question 2

Considering the same university assignment as above:

In what style should the presentation be in?



(a). Formal



3.Question 3

Which of the following are examples of active revision for exams?



Setting a time limit and doing a practice exam under exam conditions

Friendly debates of main theories with classmates

Reading and highlighting a textbook



Doing practice essays or short answers

4.Question 4

Consider the following exam format:

Exam: Worth 40%, 2hours with 10 minutes extra reading time.

Part 1: 10 Multiple-choice questions, 10%

Part 2: 5 Short Answer Questions, 25%

Part 3: An 800 word Essay, 65%

In general, how much time would you allocate for the multiple choice questions?

No more than 15 minutes in total

5.Question 5

Imagine that you are taking a course in Landscape Architecture. As part of the course you need to give a 10 minute group presentation on sustainable design for urban parks. The presentation needs to include:

1. A definition of sustainable design for urban parks

2. The principles for sustainable design

3. Three examples of sustainable design for urban parks

4. An analysis of each of the example parks in relation to the principles

There are four people in your group: you, James, Rie and Ali.

What is the best way to divide the tasks\*?

(\*an example, not the only way!)

Refer to lesson 5.3a and 5.3b

One person writes the definition and the principles of sustainable design, and the other three each find an example and then analyze it according to the principles. You come together at the end and make the presentation.

6.Question 6

Imagine that you are taking a course in Landscape Architecture. As part of the course you need to give a 10 minute group presentation on sustainable design for urban parks. The presentation needs to include:

1. A definition of sustainable design for urban parks
2. The principles for sustainable design
3. Three examples of sustainable design for urban parks
4. An analysis of each of the example parks in relation to the principles

There are four people in your group: you, James, Rie and Ali.

Consider the example answer from Question 5: “One person does one of each for the four points. For example, James writes the definition, you write the principles, Rie finds the examples and Ali writes an analysis for each of Rie’s examples. You come together at the end and make the presentation. “

Is this a good distribution of tasks?

No. The tasks are not evenly weighted: there is a lot more involved in analyzing something than there is in finding an example.

7.Question 7

Imagine that it is Friday and you have just finished week 7 of your first semester. You’ve been a bit distracted from study because you have been socializing quite a lot, have a part time job and have joined a volleyball team. However, you’ve just realised that next week you have to do the following:

1. A Linguistics problem set, worth 5%, due on Thursday

2. Read chapter 6 of your Linguistics textbook for a tutorial on Monday

3. Read Jane Austen’s *Persuasion* for an English tutorial on Friday

4. A Physics problem set, worth 2%, due Monday

5. A Physics lab report, worth 20%, due Tuesday

6. Two readings for a Business seminar on Tuesday

You haven’t started any of them. The problem sets usually take you about one hour each to complete, but you are a slow reader. The lab report and readings will take three or four hours each, easily. Your English lecturer said that you don’t have to read every book on the list. In Business you are marked on your participation in seminars.

Which of the tasks do you **need** to complete over the weekend in order to stay on top of your work?



Read chapter 6 of your Linguistics textbook.



The Physics lab report



The Physics problem set



The Linguistics problem set

8.Question 8

You’ve just gotten back your lab report from your Physics lecturer. She tells you that it was a good effort, but that it “needs to be more academic”. There are a lot of comments on the report about stylistic mistakes that you’ve made, but she hasn’t included any information on what you should have done instead.

She is now away for the next two weeks on a conference and the replacement lecturer tells you bluntly that she doesn’t have time to answer your questions. Unfortunately, you have another lab report due the day after your normal lecturer returns.

Where should you go for help?

Refer to lesson 5.4a and 5.4d.



Your Physics tutor



A writing center at the university



A peer, either in the same class or who has done the class before