Workshop Agenda

**16:00–16:10 | Welcome & Purpose**

* **Icebreaker:**
  + Students share their course and one essay question they are considering.
  + Purpose: show how different topics still require the same writing principles.

**16:10–16:30 | Understanding Essay Questions**

* **Mini-Lecture:**
  + Breaking down questions into *command words* (analyse, evaluate, discuss), *topic*, and *scope*.
* **Quick Activity:**
  + In pairs, take one question from another course’s list and break it into its components.
  + Share one insight with the group.

**16:30–16:55 | Structuring an Argument**

* **Teaching:**
  + Introduction → Body Paragraphs (PEEL: Point, Evidence, Explanation, Link) → Conclusion.
  + The “hourglass” approach to narrowing from context to thesis.
* **Activity:**
  + Students create a **3-point outline** for their own essay topic.
  + Share outlines with a partner for feedback.

**16:55–17:15 | Using Evidence & Referencing**

* **Mini-Lecture:**
  + What counts as credible evidence (journals, reports, primary data).
  + Paraphrasing and integrating sources.
  + Basic Harvard referencing format.
* **Activity:**
  + Students write one body paragraph that integrates at least one referenced source.

**17:15–17:40 | Academic Style**

* **Teaching:**
  + Avoiding informal language, using precise terminology, and linking ideas with transition words.
* **Activity:**
  + Rewrite an informal paragraph into an academic version based on their subject area.

**17:40–18:10 | Editing & Peer Review**

* **Teaching:**
  + Editing for clarity, concision, and logical flow.
  + Common pitfalls (repetition, vague terms, lack of evidence).
* **Activity:**
  + Swap work with a peer, review for clarity, argument strength, and referencing accuracy.

**18:10–18:25 | Reflection & Action Plan**

* Students write down:
  1. One skill they improved today.
  2. One step they will take to strengthen their writing before submission.

**18:25–18:30 | Wrap-Up & Resources**

* Distribute **take-home pack**:
  + Essay planning checklist
  + Harvard referencing quick guide
  + Bank of academic phrases
  + Sample paragraphs from Cybersecurity, Economics, and Architecture essays

**Learning Outcomes:**

By the end of this workshop, students will:

1. Analyse and interpret academic essay prompts.
2. Plan and structure a clear academic argument.
3. Integrate evidence using Harvard referencing.
4. Apply formal academic style.
5. Edit their work for clarity and rigour.