

DOC311 2022 SEP Academic Skills for Higher Education

Question 1

What should you do to improve your academic writing style?

- Be clear and concise
- Always write in an active voice
- ☒ **All of the above**
- Avoid repetition

Question 2

An in-text citation looks like this:

- (Smith, 2008)
- ☒ **(David Smith, 2008)**
- (Smith, D. 2008)
- (David 2009)

Question 3

The outline of a presentation is a:

- List of requirements and purpose of the presentation
- List of technologies that will be used to deliver the presentation
- ☒ **List of major headings or topics to be covered in the presentation**
- List of external sources used in the presentation

Question 4

Which of the following is a true statement?

- ☒ **Time management is about planning to get tasks done and doing them.**
- One way to manage your time well is to ignore deadlines and focus on doing the most fun activities.
- Time management means always doing more than one task at the same time.
- Good time management means never taking breaks.

Question 5

Where should references be included in the body of the text?

- Minimum seven times per 1000 words
- At the end of every sentence
- At least three times per paragraph
- ☒ **When using statistical or theoretical information**

Question 6

What is the body of the report?

- It is the section where you summarize the entire report.
- It is the section where you make your conclusion
- It is the section where you give your recommendations
- ☒ **It is the section where you present your research findings.**

Question 7

What is the purpose of referencing?

- To make your work more credible, objective and evidence-based
- To show breadth and depth of research and evidence of wider reading
- ☒ **All of the above**
- To allow others to easily trace your sources

Question 8

What is skimming?

- Quickly reading over a text to find a specific piece of information which is focused upon
- ☒ **Quickly reading over a text to get the general gist.**
- Taking the time to understand the whole text in depth
- All of the above

Question 9

Which of the following is the purpose of the closing sentence?

- It provides details about the topic
- ☒ **It lets us know what the paragraph is going to be about**
- It re-states the introduction
- It reminds the reader of the topic and keeps them thinking

Question 10

A piece of academic writing should follow a standard structure: an introduction, body paragraphs, and a conclusion

- ☒ **True**
- False