**Time Management**

(Semester 1, week 1)



**Part 1** Fill in the Following Grid with your upcoming progress tasks and coursework assignments. For the latter, include the deadline and when the assignment is set.

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|  | **ELSS1** | **EAP** | **ISS** | **BS&CE** |
| **Week 2** |  |  | **1.**Redraft your note taking then email it to Nerys (Weekly HM) | **1.**Complete Time Management worksheet and Academic Skills Evaluation worksheets |
| **Week 3** | **1.** Review and study the AWL from the previous week.  **2.** learn more about the argument essay self-study  **3.**Revise everything I took in this module | **1.**Summery writing about lecture difficulties  **2.** Complete self-evaluation for the practice evaluation.  **3.** practice Writing summaries | **1.**Redraft your note taking then email it to Nerys (Weekly HM)  **2.** Organize the Red file **Important!! It worth 40% :S** | **1.**Complete Study Analysis and Study Reflection worksheets  **2**.[Module Trip](https://learningcentral.cf.ac.uk/webapps/blackboard/execute/announcement?method=search&context=mybb&searchSelect=_370734_1)  **3.** Upload what I have learned from the trip  **4.** Listen to Dylan Thomas “do not go gentle into that good night” |
| **Week 4** | **1.** An argument essay to see my writing improvements  **2.** 10 words from the AWL self-study | 1.Prepare for next week (Listening, notetaking and summary writing)  Self-study  **2.**Revise everything I took in this module | **1.**Redraft your note taking then email it to Nerys (Weekly HM) | **1.**Complete Presentation Targets A worksheet |
| **Week 5** | **1.** 10 words from the AWL self-study | **1.**Listening, notetaking and summary writing  **2.**Revise everything I took in this module (Presentation Practice) | **1.**Redraft your note taking then email it to Nerys (Weekly HM) |  |
| **Week 6** | **1.** 10 words from the AWL self-study | **1.**Individual presentation | **1.**Redraft your note taking then email it to Nerys (Weekly HM) | **1.**Complete Writing Targets A and Writing Targets B |
| **Week 7** | **1.** 10 words from the AWL self-study |  | **1.**Redraft your note taking then email it to Nerys (Weekly HM) |  |
| **Week 8** | **1.** 10 words from the AWL self-study  **2.**Revise everything I took in this module (presentation Practice) |  | **1.**Redraft your note taking then email it to Nerys (Weekly HM) | **1.**Complete Presentation Targets B worksheet & Complete Reading Targets  & Complete Listening Targets worksheets |
| **Week 9** | **1.** 10 words from the AWL self-study  **2.**Presentation of Oral Argument  **3.**Revise everything I took in this module (note taking , summaries, editing & writing arguments |  | **1.**Redraft your note taking then email it to Nerys (Weekly HM) |  |
| **Week 10** | **1.** 10 words from the AWL self-study  **2.**Listening and Note-taking exercise (plus secondary task, e.g. summary writing), Editing Task, Written argument  **3.**Revise everything I took in this module (descriptive Essay)  **4.** Practice descriptive Essays | **1.**Revise everything I took in this module  **2.** Finish the report assignment by this week!! (as soon as possible) | **1.**Redraft your note taking then email it to Nerys (Weekly HM)  **2.** Being Prepared for Group presentation by this week!! | **1.**Complete Presentation Targets C worksheet |
| **Week 11** | **1.** 10 words from the AWL self-study  **2.**Descriptive type essay | **1.**Reference list writing, data analysis, reading / notes / summary writing  **2.** A report based on a questionnaire, data collection, analysis and recommendations | **1.**Redraft your note taking then email it to Nerys (Weekly HM)  **2.**Assignment notes / plans; all classwork  **3.** Group oral presentation in class time using ‘Powerpoint’ and written summary | **1.**Complete Academic Self-Evaluation and Semester 1 Review of Progress worksheets |

**Part 2**

1. Now add to the table a reminder for when you should start researching / revising / practising for each assessment.
2. How can you prepare yourself for these assessments? *(E.g. extra practice? Useful websites? Study books? How often / long for? etc).*

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| **Note:** The Red information is deadlines and a MUST do before it’s too late.  The Green Information is Self-Study or Practice to improve my skills.  The Blue information is for revision for a certain module that has an important assignment that worth high marks on next week.   1. The reminders and plans are changeable; depend on the coming assignments and homework. 2. 1. Practice is the key, practice on essays, note taking, presentations, summaries, and grammars.   2. Choose a book from the library that meets my interests, every two weeks.  3. Revision everything I learned in all modules on the weekends. |