

Arts Academic Language and Learning Unit

Clayton

5th Floor, South Wing
Menzies Building

Caulfield

Room 426
Building B

Study

- Locating sources
- Taking notes – “What’s relevant?”
- Familiarity with different textual formats, eg. essay, minor thesis, major thesis, abstract, précis, annotated bibliography
- Organising your work

Attitudes to Knowledge

	Reproductive	Analytical	Speculative
Type	memorization and imitation	critical thinking	deliberate search for new possibilities
Activities	summarizing, describing identifying and applying formulae and information	questioning, judging and recombining ideas and information into an argument	speculating hypothesizing
Questions	what?	why? how? how valid? how important?	what if?
Aim	'correctness'	'simple' originality, re-shaping material into a different pattern	'creative' originality, totally new approach

Adapted from: Ballard, B & J. Clanchy 1984 Study Abroad. A manual for Asian Students. Kuala Lumpur: Longman

Language

- Speaking in seminars
- Informal, colloquial English vs. formal academic English
- Nominalisation eg. “The invention of the printing press was made by Gutenberg.”
- Passive vs. active voice

Nominalisations + Complexity

“Conversationalism entails greater informality and interactions which have a person-to-person quality, in contrast with the interaction between roles or statuses which characterises more traditional institutional discourses.”

Clarity +/- Brevity

“In the conversational style, the professional and the consulting client speak to each other more informally and also interact on a more personal basis. This can be contrasted with a discourse style traditionally used in institutions, where participants tend to relate to each other more on the basis of their roles and status.”

Writing

- Developing and structuring an argument
- Cohesion – paragraph, section, chapter
- Referencing conventions, ie. in-text references vs. footnotes.
- Paraphrasing – using others' ideas but your words with references
- Plagiarism – what it is and how to avoid it

Short courses

- Grammar for native speakers – parts of speech, parts of sentence, verbs
- Grammar for non-native speakers – verbs, articles, clauses, phrases, fragments
- General study and writing
- Oral presentations
- Pronunciation
- Critical reviews and critical essays
- Citation and referencing
- Paraphrasing and avoiding plagiarism

Online resources

- General academic skills
- Subject specific
 - English
 - History
 - Philosophy
 - Sociology

Drop-in sessions

- Monday to Thursday
- 11am-1pm
- No booking
- 20 minute consultation

- 5th Floor South Wing – Arts Building Room S 514.

Staff

Clayton

- Matthew Piscioneri (Monday – Friday)
Room S 514

- Jim Hlavac (Monday and Thursday)
Room S 518

Caulfield

- Andrew Johnson (Monday – Friday)
Room B 426