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Academic Skills

Outcomes

Investigate	Present	Review and evaluate
Investigate an agreed topic	Present findings of the investigation	Review and evaluate findings

Outcome 1: range of research activities

Overview of
investigation topic

Description of
research tools and
list of sources to be
used

Record of
information
collected in the
form of notes,
extracts

List of information
sources used

List of research
tools used

Outcome 2: presentation of findings



Structured presentation of investigation findings using an appropriate electronic method



Proofread final document showing changes identified



Original and edited versions of findings demonstrating use of appropriate editing techniques



Acknowledgement of sources of information

Outcome 3: evaluation



Evaluation of findings



Evaluation of own performance
including any time management
techniques used



Evaluation of information sources

Outcome 1

- Students will explore research methods in order to identify appropriate, efficient tools and procedures available to use for the research task
- Involve looking at a range of information sources, extracting and organising the information found
- Evaluating the information to ensure it is relevant to the task
- Students need deadlines for each task to allow the development of time management skills
- Any, or all, parts of the investigation can be completed on an individual basis, or as a group, but each student must provide their own documentation for their portfolio related to this Academic Skills unit

Outcome 2

- On completion of Outcome 1, research findings must be presented in a clear and organised manner using an appropriate electronic method
- Information must be edited and error-free, and completed within a set time limit
- Students should know how to spell-check, proof-read and use appropriate editing techniques
- Students should know how to use tracking tools to highlight edited documents
- Development of time management skills must be included by prioritising and scheduling tasks, setting goals, self-disciplined study techniques
- Students must be aware of plagiarism and gain permissions, where necessary, for use of information and / or graphics
- It is important to acknowledge copyright and sources of information

Outcome 3

Evaluations can be printed documents or electronic

Evaluations can include slide shows, audio / video recordings, or any other appropriate method

Evaluation ... see next page ...

Evaluation for Outcome 3

- Evaluate the results of findings by asking the question ... does it summarise the main points of the investigation accurately?
- Students can evaluate their own performance in a variety of ways and ask ...
 - Did I achieve the deadlines that were set for me or set by myself?
 - What did I learn from the tasks?
 - What would I do differently next time?
- Evaluation of sources of information to consider if the information was:
 - Authentic
 - Reliable
 - Up-to-date / current
 - Accurate
 - Relevant