FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

ASSIGNMENT 1 AND 2

SELF DEVELOPMENT AND STUDY SKILLS

SDS010S
FEEDBACK TUTORIAL LETTERs 1 & 2
SELF DEVELOPMENT AND TUDY SKILLS
SDS 0101S

General Comments
Always read through your study materials first before attempting an assignment and consult the study guide again after you read through the questions to seek for answers. Although all answers could be found in the case study, both required application with relevant examples where possible.

Referencing still seems to be a problem. Most of you did not include a reference list, which result in plagiarism. In this case rule "P" was applied which states that:

- Upon submission of assignments, students have to acknowledge by means of complete referencing all sources used and/or quoted. Students found guilty of plagiarism will be penalized and may be awarded a zero (0).

Below an explanation of how rule P was applied:

- Most of you did not have a reference list at all and was penalized with 5%.
- Some of you had reference list, but did not use it in the assignment at all, meaning did not refer to any source in-text, and was also penalized with 5%.
- Those having incomplete or inaccurate reference lists, were penalized with 3%.

NUST is using APA referencing style. There is a difference between a reference list and a bibliography. NUST prefers you to do a reference list instead of a bibliography. A reference list only includes the references used by you in the assignment itself (text-referencing). These are the sources that should be acknowledged in full in the reference list. Only sources that have been used in-text should be used. Most of you provided sources that did not appear in the text itself.

You were also required to write a table of content, an introduction, a conclusion and a reference list.
This is what you need to keep in mind for all academic writings:

- Every assignment must begin with a good introduction. It is an important part of your assignment. Here you introduce your topic; you tell the reader what the assignment is about. State the focus of your assignment clearly, describing the main parts of it and explain the key point/issue of discussion. If the assignments consist of more than one question refer to the actual wording of the different questions.

- After the introduction state the objectives of what you want to achieve with your assignment. Your objectives will give you a guideline of the content in your argumentation/s.

- After the objectives the main body of your assignment follows. Here you elaborate on the topic/question/s. It should contain the facts and opinions of it. You must present your work in a logical sequence in clear paragraphs. One paragraph should lead logically to the next. When you make a statement or an argument, support it with evidence, examples or quotations. Remember to acknowledge your sources. Make use of headings and subheadings where necessary.

- A good paragraph reflects unity of thought, in other words it should only contain one main idea and this main idea must be fully developed or explained. Don't make the mistake to only use bullets and then think it is a paragraph because it is not and is unacceptable. Other characteristics of a paragraph are it must display cohesion and coherency. A paragraph is coherent when its sentences are arranged in such a way that their relationship to each other and the topic sentence is clear to the reader. A paragraph shows cohesion when it functions as a unit within a larger piece of writing. Thoughts must flow smoothly from paragraph to paragraph.

- Each assignment or piece of writing ends with a conclusion. In your conclusion you sum up the main points of your discussions. Comment here on the main points of your assignment from your own point of view. Your conclusion must link clearly with your main arguments/points. Also refer back to your objectives. Here you can also give recommendation if necessary.
• It is very important that your assignment is written in a professional manner and that you avoid all grammar and spelling mistakes. Use the spell and grammar checker on your computer to assist you in this or ask somebody to read through your assignment before submitting it.

The last part of your assignment is your reference list which we are going to discuss next. The reference list must always be on a new piece of paper.

ASSIGNMENT 1
In assignment one, you were supposed to discuss strategies given to develop yourself. Although you have discussed each point, you did not give practical examples under each strategy discussed, hence you lost valuable marks.

Strategies given were the following:

• Upgrade basic principles of skills area
• Do continuous research
• Attend workshops and seminars regarding your learning domain
• Form interest groups
• Become more involved in community activities (Why?)
• Utilise training sessions provided in your skills area
• Become more active during tutorials and group discussions
• Produce papers, study guides and additional reading materials for your learning domain
• Become more active in your institutes activities
• Better formal qualifications on a continuous basis.

You were supposed to discuss each strategy with a relevant example.

Next time please follow assignment criteria.
ASSIGNMENT 2

You did very well in this assignment as you took initiative and even provided headings for the points discussed on how to prepare for the examinations.

Point to consider were:

• Your study space should be as quiet and comfortable as possible. Avoid studying in noisy places such as cafeterias, recreation rooms, or lounges. Make sure your friends know when you are studying. Sometimes it is best to study in the library where no one can disturb you.
• Have everything needed for study handy beforehand. Don't waste valuable time looking for books, notes, or other information. After you have assembled the items you need, put them where you can reach them easily.
• Begin study no less than 30-90 minutes after a meal.
• Stop studies within 30 minutes before going to sleep.
• Prioritise! Stick to your exam timetable.
• If possible, study no more than 30-40 minutes at a stretch. Many students retain more by studying for short periods with breaks in between. It all depends on what you're trying to study, but generally, after a period of study, take a break.
• Take study breaks away from your desk or wherever you are studying. Let the break be a time to think about other things. Use some break time to reflect, not constantly review what you have just studied.
• Make use of all your notes that you have compiled throughout the year. Make use of mind maps to study and use the SQ3R-method.
• Read actively and make notes while you are reading
• Survey any previous examination scripts to find out what types of questions are being asked. Surveying helps you to know what to expect (Rapaport, 2000).

Your initiative paid off. Well done.
Proof reading

Please proofread your work before submitting. Proofreading is a close reading of the final version to eliminate errors in grammar, spelling and punctuation, as well as typographical errors that have survived the revisions. Proofreading should be done slowly, preferable aloud. If possible allow some time to elapse between final writing or typing and proofreading. In this way the writer is more likely to read with a fresh eye.

When proofreading, check that:

- No words are omitted or carelessly repeated;
- No words are misspelt;
- No plurals are left out;
- No apostrophes are omitted for possessiveness or contractions;
- No full stops, dashes, commas or quotation marks are left out or used unnecessarily

Referencing

To achieve credibility, writers must, prove that their topic has been thoroughly researched and investigated.

Writers use a range of systems to acknowledge their sources. A system that works well from the reader’s perspective is to:

- Cite the writer’s surname in the body of the text (surname, year of publication and the page number, e.g., (Bock, 2005:19)
• A list of references should usually be given at the end of the assignment. It should provide the reader with details of the publications of the sources you used in your assignment. The common style of referencing is that of ‘APA’ referencing. The reader then has sufficient information to be able to trace a copy of the work and read further, if so desired.

• Example of a source in the reference list is as follow:


Thank you,

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