

## Study Skills 2

Syllabus - Spring 2025

### Basic Information

#### Teacher/s

**Belinda Allan**

[belinda.allan@mail.muni.cz](mailto:belinda.allan@mail.muni.cz)

Contact by: MS Teams, email

#### Course Site

All assignments, forums, chats, student-to-student and student-to-teacher communication happens on the course site. Students should check the course site at least 2-3 times a week, especially on Sundays before the week begins for any new requirements for class that week.

#### Course Description

By the end of the course, the participants will be able to:

- take an active part in discussions in academic contexts of their interest, account for and sustain their views, and interact with a high degree of fluency and spontaneity;
- present clear, smoothly-flowing presentations or arguments in a style and organisation appropriate to the context;
- write formal and informal texts in adequate style, structure and organisation;
- choose effective strategies in test taking; and
- have a basic idea of how to deal with stress and time management.

#### Prerequisites

It is expected that students have passed SOe100: Study Skills 1

The course is designed for students who are at least at the CEFR B1 level of English and who can understand the main points of clear standard input on familiar matters regularly encountered at work, school, leisure, etc.

#### Units and Learning Objectives

- Informal writing in English
- Formal writing (short text formats)

- Formal writing (long text formats)
- Test taking strategies
- Soft skills I (stress management, time management)
- Critical thinking, and creative thinking.

## Course Content

Week	Topics	Assessment Due by Sunday
1	<b>Introductions &amp; Time Management Experimentation</b> <ul style="list-style-type: none"> <li>• Introductions - course and people</li> <li>• Time management</li> <li>• Time Management Experiment for 4 weeks</li> </ul>	
2	<b>Critical Thinking, opinions and attitudes</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Reading and listening critically thinking</li> <li>• Attitude and opinion in writing</li> <li>• Learning and best schools</li> </ul>	
3	<b>Exam Taking Strategies</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Introduction to exam taking strategies</li> <li>• Reading Questions</li> <li>• Essay question verbs</li> </ul>	
4	<b>Informal writing (Versus Formal)</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Higher level informal writing</li> </ul>	Informal email
5	<b>Formal writing</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Paragraph structure</li> <li>• Structuring an essay</li> <li>• Brainstorming topics and arguments for essay</li> </ul>	<b>Reflection on Time Management Experiment</b> (choose a TED-Ed video for your topic: <a href="#">Teaching and Education</a> , or <a href="#">Thinking and Learning</a> )
6	<b>Writing an Argumentative essay</b> <ul style="list-style-type: none"> <li>• Additional Time Management experiment (4 weeks)</li> <li>• Outlining and structuring an argumentative essay</li> <li>• Sentence structures and useful grammar</li> </ul>	(Essay outline)
7	<b>Writing Skills</b>	<b>Argumentative Essay (Draft)</b>

	<ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Cohesion and Coherence (argumentative essay)</li> <li>• Supporting sentences</li> </ul>	
<b>8</b>	<b>Reviewing the First Draft</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Reviewing the argumentative essay for clarity and persuasion</li> <li>• Using a range of language</li> <li>• Sentence variety</li> </ul>	(Revising essay)
<b>9</b>	<b>Stress Management</b> <ul style="list-style-type: none"> <li>• Group time management talk</li> <li>• Stress management tips and techniques</li> </ul>	<b>Reflection on Time Management Experiment 2 and Overall</b>
<b>10</b>	<b>Producing the final version</b> <ul style="list-style-type: none"> <li>• Reviewing</li> <li>• Editing</li> <li>• Polishing</li> </ul>	<b>Argumentative essay (final)</b>
<b>11</b>	<b>Academic Presentations</b>	<b>Prepare the final presentation</b>
<b>12</b>	<b>Presenting Arguments</b>	

## Assessment and Credit

Assessment	% of Total
Reflections on Time Management experiments	30
Informal email	20
Argumentative Essay and Presentation	50

\* Students need 65% or above to obtain a Z (credit) for the course

## Course Policies

### Attendance and Participation

Active participation is expected in every class with material to catch up on for any absences. If there are more than two absences without certificates in the IS, the student will need to repeat the subject. All topics and assignments must be completed at the time it is due.

### Academic Integrity

Masaryk University has zero tolerance for [plagiarism](#). Any work found to have a high percentage of plagiarised content or otherwise not the student's own work will be dealt with.

**Using AI** – Masaryk University embraces new technologies and encourages both students and teachers to take advantage of the new tools we have available. Please remember to use AI tools responsibly, make yourselves acquainted with [the recommendations](#) and the latest [official statement of MU](#) and act accordingly. If you are not sure how to proceed, consult your teacher.