

2.1 Skills and resources

Topic	Resource	Location of resource
Apostrophes	LTDU and Communication Skills website	<p>Websites</p> <p>Communication Skills: http://www.commerce.adelaide.edu.au/current/comskil/</p> <p>LTDU: http://www.adelaide.edu.au/ltdu</p> <p>The University of Adelaide: http://www.adelaide.edu.au</p> <p>The LTDU Study Skills Leaflets are available from the LTDU, Level 2 Schulz building.</p> <p>The LTDU workshops run for 50 minutes each on the dates and times listed on the LTDU web site and in pamphlets from the International Student Centre.</p> <p>The Communication Skills Guide is available from the School of Commerce Office with further support on the School of Commerce Communication Skills website.</p>
Conversation tutorial	LTDU workshop	
Critical reading	LTDU workshop	
Editing	LTDU website	
Editing for flow	LTDU website	
English expression	LTDU website	
Essays	<i>Communication Skills Guide</i>	
Essay writing	LTDU workshop	
Exam revision	LTDU workshop	
Executive summary	<i>Communication Skills Guide</i>	
The footnoting system	LTDU Study Skills Leaflets	
Grammar	LTDU workshop	
Grammar	LTDU online	
Grammar drop-in (ESL)	LTDU workshop	
Group work	<i>Communication Skills Guide</i>	
Note making	LTDU Study Skills Leaflets	
Organisational skills	LTDU workshop	
Oral presentation	<i>Communication Skills Guide</i>	
Paragraph writing	LTDU workshop	
Plagiarism	<i>Communication Skills Guide</i>	
Precis writing	<i>Communication Skills Guide</i>	
Punctuation	<i>Communication Skills Guide</i>	
Reading effectively	LTDU Study Skills Leaflets	
Referencing (Harvard)	<i>Communication Skills Guide</i>	
Referencing (footnoting)	<i>Communication Skills Guide</i>	
Report writing	<i>Communication Skills Guide</i>	
Review of an article	LTDU Study Skills Leaflets	
Spelling	Communication Skills website	
Structuring documents	<i>Communication Skills Guide</i>	
Tests and exams	LTDU Study Skills Leaflets	
Style	<i>Communication Skills Guide</i>	
Time organisation	LTDU Study Skills Leaflets	
Tutorials and seminars	LTDU Study Skills Leaflets	
Tutorial presentation	LTDU workshop	
Use of sources	LTDU workshop	
Word problems	LTDU and Communication Skills website	