

## ***Study Skills Advisory Service***

### **The following services are provided:**

- **Small group tutorials based on subjects/courses**
- **One-on-one tutorials**
- **Workshops on:**
  - essay writing
  - report writing
  - time management
  - referencing and research skills
  - critical thinking
  - note taking
  - communication skills for literacy and oracy
  - oral presentations

## Guidelines

To obtain optimum benefits from this service the following guidelines are suggested:

- If you cannot keep an appointment please call **03 9269 1372** and let us know so that the time can be allocated to other students.
- Always allow ample time to complete course requirements. Do not leave work to the last minute.
- To obtain maximum benefit from tutorials, please make sure you are prepared for each session. Make sure you know exactly what your course requirements are.  
If you are unsure, check with your teacher.  
Remember, you are responsible for your learning.  
Staff can assist but cannot do the work for you.

*This service, which is funded by the **Faculty of Further Education and Student Services**, is free for all students enrolled in mainstream courses.*

## How to access this service

Contact Study Skills to make an appointment to discuss your needs

**p:** 03 9269 1372 or 03 9269 1314 or

**Come and see us at:** Room C203  
Library – Building C  
Preston campus

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