

Workshop Title: Research Proposal Development

Prepared & delivered by Dr. Mamoon Alaraj

Introduction:

Writing a good research proposal is a first step towards qualifying for a course of study or earning a fellowship. It is an index of your training as a graduate and your a priori knowledge of the subject you propose to research. It calls forth your linguistic skills, which, if assisted by proper guidance, can work marvels in your life. Given below is the skeletal outline of the course:

- Choosing the Title
- Writing the Abstract
- Writing the Introduction
- Literature Review
- Methodology
- Analysis of Results
- Discussion, Recommendations & References

Objectives:

At the end of the workshop students should be able to:

1. identify the different elements of the research proposal;
2. look into a scientific sample of a research proposal;
3. write a short and well organized research proposal.

Technical English Composition Skills Workshop

Prepared & delivered by Hamzah Al-Smadi

Introduction:

No matter what the level of English language proficiency of students is, tips to improve technical English language given in this workshop are geared towards enabling them meet new challenges of the ever changing nature of academic and professional landscapes. The focus of this workshop is to equip our students with the skills to:

decode
decipher
identify
and respond

to technical text appropriately by skimming and scanning desired material.

Objectives:

By the end of this workshop, students should be able to:

1. Extract information through skimming and scanning
2. Identify features of a good scientific/ technical text

Effective Cover Letter and Curriculum Vitae

Prepared and delivered by Irfan Ahmed

Introduction

“First impressions are last impressions”. The cover letter and the Curriculum Vitae (C.V.) give the first impression regarding the suitability of the candidates for the job. It is extremely important that the candidates design an updated professional cover letter and C.V. to secure the job that they desire. A good C.V. multiplies the chances of securing an interview with the Human Resource Development Managers. Different jobs lay emphasis on different requirements. Some job requirements emphasize sound academic credentials, some call for high level of interpersonal skills, while others need both experience and competence in a particular field. The ability to compile an effective cover letter and C.V. is an essential skill in today’s competitive age.

Following are some of the focus areas:

- Effective cover letters
- Sample of cover letters and C.V.
- Common errors in writing Cover Letters and C.V.’s
- Things to be included in cover letters and C.V.’s

Objectives

By the end of the workshop, the participant should be able to:

1. Differentiate between a good and bad cover letter and C.V.
2. Imbibe essential elements of a cover letter and C.V.
3. Write a short and well organized cover letters and C.V.s

Reflection Writing

Prepared and delivered by Irfan Ahmed

Introduction

Reflection writing is very important in order to gain more clarity and at the same time to maintain a personal record. Reflective writing is your response to experiences, opinions, events or new information. Reflective writing improves self-knowledge and develops writing skills.

Following are some of the focus areas:

- Effective reflective writing.
- Aims of reflective writing.
- Errors in reflective writing.
- Tips on better reflective writing.

Objectives

By the end of the workshop, the participant should be able to:

1. Write an effective personal reflection.
2. Have a clear understanding about the goals of reflective writing.
3. Avoid ineffective reflection writing.

Literature Review

Prepared and delivered by Sayyed Rashid Ali Shah

Literature Review is considered the most significant part of the research process which establishes the foundation of an empirical research. It offers a researcher an overview of the chosen topic and its interrelated theories. As it develops a conceptual framework for the proposed research study, it enables the researcher to find a gap in the existing literature and try to bridge it through the process of his or her own research findings. In addition, it gives an insight into how researchers adopt different approaches and methods in scientific research. However, reviewing literature can be a tedious and time-consuming exercise which often affects the research process as well as the researchers' motivation. Therefore, it is necessary that novice researchers develop good understanding of how to review literature, exploit available resources and synthesize information, in order to conduct a study that could be deemed a genuine contribution to the body of knowledge.

Focus of the workshop:

- The significance of literature review
- Guidelines in reviewing literature
- The structure of literature review
- Citing authors' work
- Finding research gap
- Research questions/Hypotheses

Objectives:

By end of the workshop, students should be able to:

- Identify the process and steps in literature Review
- Review literature sources effectively
- Identify a research gap in existing literature
- Write hypotheses or research questions

Effective Presentations

Prepared & delivered by Mamoon Mirza

Introduction:

This workshop aims at developing effective presentation skills among the students to help them in their academic and professional careers. Key areas that will be covered are as follows:

1. Choosing a topic
2. Creating a structure: Introduction, body and conclusion
3. Practicing
4. Reading your presentation
5. Anticipating questions and preparing answers
6. Giving a good start to your presentation
7. Pace, pause, intonation
8. Good body Language

Objectives:

By the end of the workshop the students should be able to:

1. Plan for a presentation
2. Identify what to do while designing a PowerPoint
3. Avoid certain things while giving a presentation
4. Deliver a presentation
5. Conclude a presentation

How to Write a Good Essay

Prepared & delivered by Irshad Khan

Introduction

An essay is a presentation of not only about your ideas but also the ideas that you require which prove that you understand the subject. Throughout their academic career, students are usually asked to write essays on many different subjects. They may work on an assigned essay for class, enter an essay contest or write essays for college or university admissions. Since essay writing is an essential academic skill, it is crucial to have great essay writing competence. The best students usually relish the challenge of writing essays because it allows them to demonstrate their knowledge, understanding and intelligence in a creative and relatively unrestricted way. Many students however find essay writing an annoying and tedious experience.

This workshop is intended to help students develop skills to write good essays. The essay we will be focusing on in the session is a brief essay of five paragraphs. This format is generally regarded as a classic format for writing an essay, and it can serve as a useful model for the students to keep in mind, especially as they begin to develop their composition skills.

The session is expected to cover the following.

1. What is an essay?
2. Basic structure of an essay
3. How to organize an essay
4. Sample essays
5. Practicing essay writing

Learning Objectives:

At the end of this workshop, students should be able to

- a. write an essay in three parts i.e. introduction, body and conclusion on a familiar topic
- b. plan arguments/reasons in the essay
- c. organize ideas in individual paragraphs in their essay

Interview Skills

Prepared & delivered by Mohammad Chaudhry

Introduction:

Preparing for job interviews and making sure you have acquired the necessary skills needed to attend an interview successfully are very important areas of your career. The ability to answer difficult questions successfully, for example, will show the potential employer that you are a candidate that they are looking for. It is very much worthwhile to be prepared for job interviews. This workshop will take you through the various aspects of job interviews that you should be preparing for. The following areas are what will be covered by this workshop”

1. Difficult Interview Questions
2. Do and Donts of Job Interviews
3. How to Dress for a Job Interview
4. How to Find Entry Level Jobs
5. Interview Advice
6. Job Interview Tips

Objectives:

By the end of the workshop students should be aware of the various aspects of Interview Skills and should be able to:

1. Tackle difficult interview questions successfully
2. Be aware of what to do and what not to do when it comes to job interviews
3. Be aware of how to appropriately present themselves for job interviews
4. How to search for jobs that are appropriate for them

Instructional Method

1. Discussions
2. Video Comprehension
3. Short Quizzes

Citation Styles

Prepared & delivered by Dr. Salah Zogheib

Introduction:

Referencing constitutes an insuperable part of Project Reports. This course aims at introducing students to the dynamics of referencing sources, both printed and digital. It is geared towards APA style in particular and other reference styles in general. The aim is to finally promote KAU reference style over the coming years. Following is brief outline of the course:

- Introduction to APA & other Styles
- Construction of an accurate and complete reference list
- Order of References in the reference list
- Elements and examples of references in APA style:
 - ✓ Periodicals
 - ✓ Books
 - ✓ Research report
 - ✓ Proceedings of Meetings
 - ✓ Doctorate dissertations
 - ✓ Electronic media

Objectives:

By the end of the workshop the attendants should be able to:

1. cite sources following APA style guidelines,
2. develop a reference page at the end of a research paper following APA style guidelines, and
3. identify differences among APA, MLA, and King Abdul Aziz University style.