

Teachers' complaints about students' literacy and some resources

If there is a widespread problem with your students' writing and numeracy, contact the ALLAN Faculty Liaison, Dr Peter Butler pebutler@csu.edu.au , to discuss:

- literacy and numeracy workshops that can be tailored to your needs, and integrated into your subject delivery;
- incorporating literacy and numeracy skills development into your subject or course design;
- ideas for making literacy skills development available to your Online students;
- implementation of the English Language, Literacy and Numeracy Policy in your subject.

I strongly suggest that students experiencing difficulty with their academic writing, maths, and stats make an appointment to see an ALLaN adviser. Tell them to go to: <https://student.csu.edu.au/study/skills> . On-campus students should seek a face-to-face appointment.

The suggestions on the RHS below could be cut and pasted into your assignment feedback, or emailed to students.

Have I missed a common concern that should be on this sheet? Contact me and I'll add it to the list: pebutler@csu.edu.au

There are so many mistakes that I don't know where to start!

Make an individual appointment with an ALLaN adviser. Go to <https://student.csu.edu.au/study/skills/>

Spelling

They can't spell

Tell them to buy a dictionary and use it! (*Concise Oxford* at the bookshop, \$63.95 and it will last a lifetime)

Use a spell-checker . . . but don't trust it.

Go to <https://student.csu.edu.au/study/skills> and register for Enhancing Literacy Workshop No. 2: *Spelling and Vocabulary*.

Go to <https://library.csu.edu.au/services/find-books-and-other-resources/online-reference/dictionaries>

Sentences

Go to <https://student.csu.edu.au/study/skills> , and register for Enhancing Literacy

<p>They can't write a sentence</p>	<p>Workshop No. 4: <i>Sentence Structure</i>.</p> <p>Beg, borrow, or buy a copy of Strunk and White, <i>The Elements of Style</i>.</p> <p>Buy a copy of Michael Swan, <i>Practical English Usage</i> (Oxford). \$69.95 at the Coop.</p> <p>Go to https://student.csu.edu.au/study/skills , and make an appointment to see an ALLaN adviser for assistance.</p>
<p>Citation / Referencing</p> <p>Their referencing is awful</p>	<p>Buy Robert Perrin, <i>Pocket Guide to APA Style</i>. \$49.95 at the Coop.</p> <p>Go to https://student.csu.edu.au/study/skills, print the APA Referencing Summary, explore the Academic Referencing Tool, and make yourself familiar with the resources at "Referencing at CSU".</p> <p>Go to https://student.csu.edu.au/study/skills , and register for Kickstart to Referencing, or Advancing your Referencing.</p> <p>Ask Peter to organize a workshop to introduce the students to the rudiments of citing sources.</p>
<p>Punctuation</p> <p>They don't put apostrophes in the right place</p> <p>They don't know how to use commas</p> <p>They do not use hyphens for compound words</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 1: Punctuation.</p> <p>Go to https://student.csu.edu.au/study/skills , and make an appointment to see an ALLaN adviser for assistance.</p>
<p>Scientific Conventions</p> <p>They don't follow the conventions for tables, figures, and numbers when writing scientific papers</p>	<p>Ask Peter Butler to send two handouts that you can add to your Interact2 site.</p>
<p>Literary Forms</p> <p>They can't write . . .</p> <ul style="list-style-type: none"> • essays • reports • literature reviews • clinical notes • case study reports 	<p>Go to https://student.csu.edu.au/study/skills , and register for Introduction to Essay Writing.</p> <p>Contact your ALLaN liaison, Dr Peter Butler, to run a writing workshop for your class.</p> <p>Provide an annotated exemplar of the text type to your class (Peter can help with the annotations) to show the students what you require.</p> <p>Ask Peter for a template for lab reports.</p>
<p>Lab Reports</p>	<p>Ask Peter to send a Laboratory Report template for amendment and use in your subject.</p>

<p>Their Lab Reports are very poor</p>	
<p>Research</p> <p>They don't use enough good researched evidence in their papers</p>	<p>Tell the students to drop in to the library talk with a librarian, and ask them how to use the library databases and other resources.</p> <p>Use the phone, chat, and email if you are an Online student</p> <p>Or, go to:</p> <ul style="list-style-type: none"> • Science databases: https://library.csu.edu.au/services/find-books-and-other-resources/databases/subject/science • How to/help videos for searching: https://student.csu.edu.au/library/study-research/training-tutorials-videos • Library contacts – phone/chat/email: https://student.csu.edu.au/library/help-contacts
<p>Reading</p> <p>They don't seem to understand what they have read</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 6: <i>Comprehension</i>.</p>
<p>Paraphrasing</p> <p>They rely too heavily on direct quotations</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 3: <i>Putting it in your Own Words</i>.</p>
<p>Integration of Research</p> <p>They don't make good use of their research sources</p> <p>They don't support their statements with evidence</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 2: <i>Being a Researcher</i>.</p> <p>This will help you to find information, read strategically, think critically, and take notes. See also No. 3, <i>Putting it in your own Words</i>.</p> <p>Go to https://student.csu.edu.au/study/skills , and register for From Start to Submit: Writing Successful Assessments. No. 4: <i>Structuring Information</i>.</p>
<p>Argument</p> <p>They can't put together an argument</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for From Start to Submit: Writing Successful Assessments. No. 4: <i>Structuring Information</i></p> <p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 7: <i>Format, Structure, and Formal Language</i>.</p> <p>Talk with Peter Butler about the possibility of including a <i>Writing and Citing</i> workshop in your class programme.</p>
<p>Structure</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for Enhancing Literacy Workshop No. 7: <i>Format, Structure, and Formal Language</i>.</p>

<p>Their papers do not have any structure, and/or They can't write an introduction or conclusion</p>	<p>Talk with Peter Butler about the possibility of including a <i>Writing and Citing</i> workshop in your class programme.</p>
<p>Answer the question!! They don't answer the question</p>	<p>Go to https://student.csu.edu.au/study/skills , and register for From Start to Submit: Writing Successful Assessments. No. 1: <i>Getting Started</i>. Check whether the question you've asked is as clear to a reader as it was to you.</p>
<p>Numeracy and Maths They have problems with basic numeracy</p>	<p>Go to https://student.csu.edu.au/study/skills, then to Study Guides and Tips, and explore the Numeracy resources. As a matter of urgency, go to https://student.csu.edu.au/study/skills and make an appointment with an ALLaN maths and stats adviser for assistance. Contact Peter Butler, and ask for a series of numeracy, mathematical, or statistical workshops to be designed for your group, to be taught by ALLaN staff in class time</p>
<p>Exams and Learning They don't know how to prepare for exams . . . They have trouble learning complex material . . .</p>	<p>Ask Peter Butler to run his workshop <i>Deep Learning and Preparing for Exams</i> in your subject.</p>
<p>They don't know where to start . . .</p>	<p>Tell the student to go to https://student.csu.edu.au/study/skills and make a Study Planning appointment with an ALLaN adviser. Or: Go to https://student.csu.edu.au/study/skills , and register for the Kickstart to Study workshop, or Start to Submit, No. 1: <i>Getting Started</i>.</p>