

LRC WORK PLAN | SPRING 2025

TUTOR DETAILS

Supervisor: Ms. Namgay Zangmo

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WEEKS	TOPICS /ACTIVITIES
Week 1 (August 18 - 22)	Grammar-Parts of Speech and Tenses Ethical use of AI Email etiquette and academic correspondence
Week 2 (August 25 - 29)	Presentation and communication; Oral presentation skills/slide preparation
Week 3 (September 1 - 5)	Finding and evaluating academic sources Common writing transitions and linking words APA Citation
Week 4 (September 8- 12)	Note-Taking Skills Paraphrasing and summary Formal writing style
Week 5 (September 15 - 19)	Personal effectiveness; Goal setting and self-motivation techniques Grammar-punctuations and common grammar mistakes
Week 6 (September 22 - 25)	Study techniques and time management Reading strategies APA Citation
MID-TERM EXAMINATION	
Week 7 (October 6 - 10)	Revision and Feedback Ethical use of AI Note-Taking Skills
Week 8 (October 13 - 17)	Public speaking Research Skills Time Management
Week 9 (October 20 - 24)	Study Techniques Finding and evaluating academic sources Teamwork
Week 10 (October 27 - 31)	Common writing transition and linking words Grammar; parts of speech and tenses Note-Taking Skills

Week 11 (November 3 - 5)	Coping up with stress Setting your goals
Week 12 (November 6- 7)	Academic Writing Communication skills
Week 13 (November 10 - 12)	Research Skills Revision and Feedback
Week 14 (November 13- 14)	Time Management Critical Thinking
Week 15 (November 17 - 21)	Study techniques Understanding exam questions
SEMESTER END EXAMINATION	