



PBC
PERTH BIBLE COLLEGE

STUDY LEVEL **500 LEVEL**

UNIT CODE: **CE504**
UNIT TITLE: **Study Ready**

STUDY PERIOD: **Trimester, 3 2025**

LECTURER: Mrs Jungmin Becky Shaw

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UNIT OVERVIEW:	This unit provides an introduction to critical thinking, reading, writing, visual and oral communication skills in the pursuit of doing theology. This unit further develops analytical and communicative skills to complete studies in a higher education context.
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ACADEMIC DETAILS

Location in the course	This introductory unit is offered at Level 500. It is mandatory for students on provisional enrolment, or an elective for all other students.
Workload	This unit carries 3 credit points. The contact hours for this unit are 2.5 hours/week for 10 weeks. Students are expected to study a further 7.5 hours/week.
Pre-Requisites	None
Delivery	Delivery will be via online lecture videos, in-class tutorial sessions, including activities and discussions.
Summary of Content	Apart from the focus on communication skills, this unit introduces students to some basic research skills and practical approaches for analysis, such as essay writing, report writing, presentation skills and referencing conventions. It also aims to familiarise students with the PBC Student Handbook.
Learning outcomes	On successful completion of this unit, students will be able to: A. Employ foundational knowledge to: <ol style="list-style-type: none"> 1. Analyse the instructions for assignments. 2. Place the different theological subjects within a cohesive framework. 3. Construct a reading plan and apply excellent note-taking skills. 4. Explain the structure of an excellent report or essay. 5. Employ the correct referencing conventions. B. Develop and employ practical methods and actions to: <ol style="list-style-type: none"> 1. Gain enhanced reading, writing, visual and oral communication skills in the pursuit of doing theology. 2. Research a designated topic using the appropriate resources, including books, journals, and electronic resources. C. Engage in critical personal reflection to: <ol style="list-style-type: none"> 1. Identify and consider the practical, spiritual and theological support structures they have and the obstacles they face in making a success of their theological studies.
Requirements to complete	To successfully complete this unit, students must: a. lodge all assessments that are required for this unit, and b. obtain a total grade of at least 50% in the unit. *At least 80% of all class attendance requirements for International Students, Provisional Students, Conditional Students and Students-at-risk, excluding approved absences.

ASSESSMENT SUMMARY

Assessment Type	When assessed	Weighting	Learning outcomes Assessed
Annotated Bibliography/ Reference Survey	Week 5	20%	A1, A5, B2
Essay Outline	Week 7	20%	A1, A4
PowerPoint Presentation	Week 9	30%	B1, B2
Essay Draft	Week 10	20%	A2, A3, A5
Personal Reflection	Week 11	10%	C1

LECTURE SYLLABUS

Session	Content
1	Introduction and Overview, Learning Well
2	Critical Thinking
3	Understanding Essay Questions
4	Research and Essay Planning
5	Writing Introductions and Conclusions - Proposing and Summarising an Academic Argument
6	Writing Body Paragraphs - Constructing an Academic Argument
7	Visual Presentations
8	Verbal Communication and Presentation Skills
9	Academic Writing Guidelines; Book Review
10	Academic Integrity and Plagiarism; What is AI?
10A	APA Formatting Style
10B	Harvard Academic Style

ASSESSMENT ITEMS

<p>1. Annotated bibliography/ Reference Survey</p> <p>(Carries 20% of the total grade)</p>	<p>Students create an annotated bibliography/reference survey for an essay in another unit that they concurrently study. If Study Ready is the only unit enrolled in the current study period, please contact the lecturer for an essay topic.</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1. Select a topic/question 2. Research: <ol style="list-style-type: none"> a. Books, journal articles, reputable online sources 3. Annotate each reference articulating the core idea(s)/arguments presented in the reference. <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> ● Research Relevance and Range of Sources: Relevance and accuracy of your understanding of the chosen topic, minimum 5 references, including at least 1 journal article. ● Critical Summary: Capture the core idea(s)/argument in a clear summary in the student's own words. ● Academic Writing: Writing is clear, concise, and cohesive, showing control of basic academic conventions. ● Referencing Style: Follow the reference guide in the Student Handbook. (APA/Harvard) <p>Submission Guidelines:</p> <ul style="list-style-type: none"> ● Format: PDF ● Word limit: 500 words (+/- 10%) excluding the reference data ● Due: Week 5
<p>2. Essay Outline</p> <p>(Carries 20% of the total grade)</p>	<p>Students present an essay outline (on a question of their choice) that includes a completed introduction, bullet points for each body paragraph, a completed conclusion, and a list of references.</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1. Select a topic/question (Students are encouraged to use the same topic from assessment 1) 2. Research: <ol style="list-style-type: none"> a. Research your chosen topic. Books, journal articles, reputable online resources 3. List the main ideas in bullet points 4. Write the introduction and conclusion in full paragraphs 5. Add the Reference list 6. Sample Structure: <ol style="list-style-type: none"> a. Intro – Main Point 1 – Main Point 2 – Main Point 3 – Conclusion

	<p>Evaluation Criteria:</p> <ul style="list-style-type: none">● Understanding and Structure: The outline demonstrates a clear grasp of the topic and presents a logical argument progression.● Written Coherence: The Introduction and conclusion are clearly written and aligned with the outline. Ideas are logically ordered and well-connected.● Source Integration: Use of quality academic sources that support the argument.● References: Proper citation of all sources used. (APA/Havard) References do not count towards the word limit. <p>Submission Guidelines:</p> <ul style="list-style-type: none">● Format: PDF● Word limit: 350 - 400 words● Due: Week 7
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<p>3. PowerPoint Presentation</p> <p>(Carries 30% of the total grade)</p>	<p>Students present an 8–10 slide presentation on a theological or counselling topic of their choice (Recommend using the contents from the assessment item 2: Skeleton).</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1. Select your audience (e.g., youth group, Bible study, kids church, class, etc.) 2. Write a presentation script (word limit: 650–750 words) <ol style="list-style-type: none"> a. Introduction, main body, conclusion 3. Create 8–10 slides to highlight the contents from the script (e.g., key points, images, quotes, diagrams, and etc.) <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> ● Content & Argument Coherence: The presentation has a clear thesis or message which develops logically throughout the script. ● Structure & Clarity: The script and slides are well-organised, easy to follow, and appropriate for the chosen audience. ● Engagement & Creativity: Presentation shows originality, thoughtful engagement with topic, and creative use of slides or illustrations. ● Referencing: Proper and consistent citation of all sources used. (APA/Harvard) <p>Submission Guidelines:</p> <ul style="list-style-type: none"> ● Format: PDF ● Presentation script word limit: 650-750 words ● Presentation slides: 8-10 <ul style="list-style-type: none"> ○ Compile your presentation script and the PowerPoint slides into a single file and submit it as a PDF document. ● This assessment requires the standard number of references for this level of study, which is a minimum of 5 sources. ● Due: Week 9
<p>4. Essay Draft</p> <p>(Carries 20% of the total grade)</p>	<p>Students submit the essay draft from another unit. This will be assessed for academic writing style (e.g., structure, clarity, grammar, flow, etc.) and the APA or Harvard formatting and referencing.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> ● Academic Writing Style: Essay demonstrates formal academic tone, clear structure (introduction, body, conclusion), logical flow, and appropriate grammar and syntax. ● Clarity & Cohesion: Paragraphs are well-developed, transitions are logical, and the argument is easy to follow. ● Referencing Accuracy: In-text citations and reference list are consistent and accurate in either APA or Harvard style.

	<ul style="list-style-type: none"> ● Formatting Compliance: Follows formatting rules (e.g., title page, spacing, font, margins) in accordance with the referencing style guide. <p>Submission Guidelines:</p> <ul style="list-style-type: none"> ● Format: PDF ● Word limit: 1000 words (+/- 10%) ● Due: Week 10
<p>5. Personal Reflection</p> <p>(Carries 10% of the total grade)</p>	<p>Students write a critical analysis of their strengths and areas for improvement in the academic writing space under the following three headings:</p> <ul style="list-style-type: none"> ● Where I started ● Where I am now ● What I need to work on <p>Submission Guidelines:</p> <ul style="list-style-type: none"> ● Format: PDF ● Word limit: 500 words ● Due: Week 11
<p>The deadline for assessments is 11:55pm uploaded via PBC Online on the day the class is scheduled in the trimester session/week indicated, unless specified otherwise.</p>	

Students should also have a *working* knowledge of [PBC's Assessment Policies](#) and [Procedures](#) on the college website under Policies (<https://pbc.wa.edu.au/forms-and-policies/>) to assist in completing this unit.

TEXTBOOKS

Prescribed Readings

Kibbe, M 2016, *From topic to thesis : a guide to theological research*, IVP Academic.
van Oudtshoorn, A 2019, *A Taste of Glory*, Snowgoose.

Recommended Readings

Rolls, N & Wignell, P 2015, *Communicating at University: Skills for Success*, Charles Darwin University.