STUDY SKILLS
A BRIEF GUIDE TO SOME HELPFUL SOURCES

Aside from the booklets available in LSS from the Communication Skills Unit on some of the basic study skills, here are some more detailed guides to help you improve any skills you feel need attention.

GENERAL Coverage
   371.30281 BUZ [Chadwick and Eagle]
A classic on study techniques, though rather overstresses memorisation. Good on ‘pattern notes’ and organisation.

   371.30281 CHA [Chadwick]
Another in the ‘Good Study Guide’ series, specifically tailored for arts students.

   371.30281 JON [Chadwick]
An excellent volume for the HE student, with in depth treatment of topics. Needs studying itself.

   371.30281 JON [Chadwick]
Companion volume to the above.

   371.30281 MAN [Eagle]
Another in the ‘Good Study Guide’ series, tailored more for managers.

   371.30281 NOR [Chadwick & Eagle]
A classic text on study techniques, well suited for degree level work. See also Giles and Hedge (1994) and Chambers and Northedge (1997).

A sharply written, practical book – with tips and good ideas rather than in-depth coverage.
WRITING
Writing – Essays


Lewis, Roger (1992) How to Write Essays Cambridge: National Extension College 808.4 LEW [Chadwick] Introductory level, but sound advice, with many exercises and examples.

Mutua, R.W., Omulando, S. J., and Otiende, J.E. (1992) Study and Communication Skills London: Macmillan 371.30281 MUT [Chadwick] Written more specifically for overseas students, it has good sections on writing, especially sentence and paragraph development (pp. 49-86).

371.30281 SUL [Chadwick]

Deals with various aspects, but there is short specific chapter on writing essays (pp. 21-35).

Taylor, Gordon (1989) *The Student's Writing Guide for the Arts and Social Sciences*  
Cambridge U.P. 808.04 TAY [Chadwick]

Sound and comprehensive.

**Writing - Reports**

808.066 SUS [Chadwick & Eagle]

808.066 VAN [Eagle]

**Writing – Summarising**

371.30281 SUL [Chadwick]

One of the few books to pay specific attention to this key skill: Summarising (pp. 33-45).

**Writing – Style**

371.30281 SUL [Chadwick]

Has a short section particularly on academic style and register (pp. 3-20).

**Writing – the Basics**

428 BLA [Chadwick]

Straightforward guide to common mistakes made in writing.

421.9 CAR [Chadwick]

Manchester: Clifton Press 371.30281 JOH [Chadwick]

Very good detailed discussion of essays, from writer’s block to sample essays, from ‘A’-level to 3rd year undergraduate. Special section on Punctuation (pp. 19-23).

THINKING CLEARLY, CONSTRUCTING AND UNDERSTANDING ARGUMENTS

Brink-Budgen Roy van den (1999) Critical Thinking: how to assess arguments and construct your own for effective presentation 2nd ed How To Books
A very practical, simply written guide, for intermediate level understanding.

Brink-Budgen, Roy van den (1996) Looking at arguments: an introduction to critical thinking Peterborough: First & Best In Education 153.43 BRI [Chadwick]
Similar to the above work by the same author.

Good on arguments, propositions versus assertions, and suspect forms of argument.

Excellent in-depth treatment of the issues.

A more advanced work, dealing with degree level course material.

Has useful, basic sections on ‘Following an argument’ (pp. 28-37) and how writers use dubious techniques in their arguments (pp. 39-53).

A demanding, but thorough grounding in thinking about arguments.

NOTE TAKING
By the creators of this technique, with many examples.

Useful section on Notetaking (pp. 59-77).

Useful section on Notes (pp. 40-51).
READING
Useful generally, but sound advice on Reading given in one chapter (pp. 20-39).

Good on general reading techniques (including SQ3R) and deals with the problem of handling difficult material (pp. 55-63).

NUMERACY/TABULAR INFORMATION
Useful generally, but one of the few study skills books to deal specifically with reading and interpreting information in numerical, graphical and tabular format (pp. 84-109).

EXAMS & REVISION

Contains a useful chapter on exams and revision (pp. 201-38).


ORGANISATION & TIME MANAGEMENT

Deals with these matters in practical way (pp. 5-28).


ORACY – PRESENTATIONS, MEETINGS, SEMINARS AND DEBATES


Very practical video, presented by Tony Slattery, with detailed accompanying booklet.

Deals with these issues in dedicated section (pp. 131-55).

Very sound book on the topic – especially for those in business.

Watson, Walter et al. (1994) How to Give an Effective Seminar Kogan Page

- David Rudd. study help. Sept 99