

Guide to Useful Study Skills Books

This is an interactive book list, click on a section below to search for popular books in that area, and then use the *Find it* option to open our e-books or find out where printed copies are available..

Academic Writing	Critical Thinking	Distance and Mature Students	Employability	Exams and Revision	General Study Skills
Groupwork and Presentations	International Students	Literature Reviews	Referencing	Reports, Essays and Assignments	Research, Dissertations and PHD's

KEY:



= Online Book



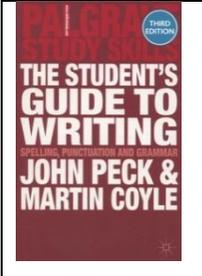
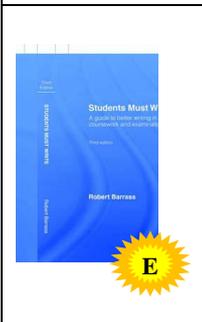
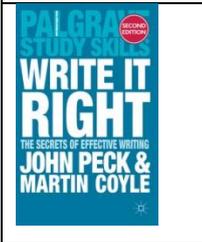
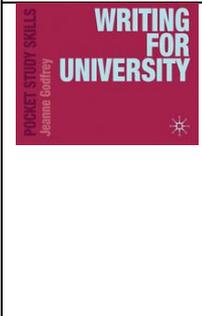
= A copy of the book is held for reference only in the Study Skills Zone in the Harrison Learning Centre on the City Campus.

Amazon = This book has good reviews on Amazon (August, 2012)



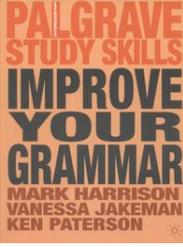
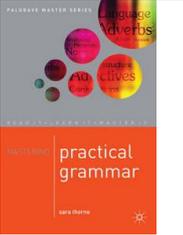
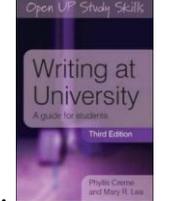
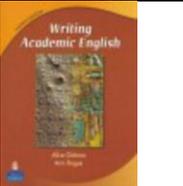


Academic Writing

	<p>The student's guide to writing: spelling, punctuation and grammar <i>Peck, John, 1947-; Coyle, Martin</i></p> <p>In response to the criticism that few students are taught the basic rules of English at school, this book shows college and university students how to improve their essay writing skills and their command of grammar, spelling and punctuation</p>	<p>Find it..</p>
	<p>Students must write: a guide to better writing in coursework and examinations <i>Barrass, Robert</i></p> <p>This book covers essential topics, including: the choice and use of words; the use of numbers, tables and illustrations to complement words; finding information, citing sources and listing references; and punctuation and spelling</p>	<p>Find it</p>
	<p>Write it right: the secrets of effective writing <i>Peck, John and Coyle, Martin</i></p> <p>Compact and useful, 'Write It Right' offers advice on effective writing, in short, accessible 'modules'. The scope is broad ranging, from making applications to producing first-class essays</p>	<p>Find it</p>
	<p>Writing for university <i>Godfrey, Jeanne</i></p> <p>This concise, handy guide demystifies academic writing, providing students with real insight into writing well at university. Direct and practical advice allows students to gain the confidence, knowledge and tools to hit the ground running in their first year of study</p>	<p>Find it</p>

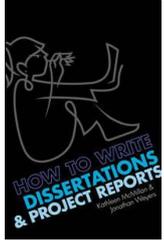
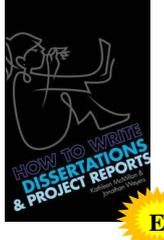
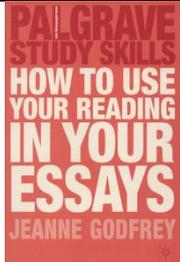
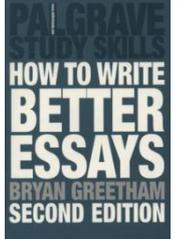




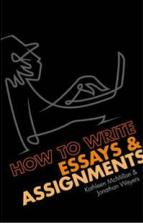
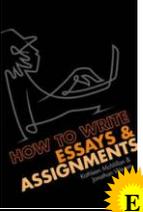
	<p>Brilliant writing tips for students <i>Copus, Julia</i></p> <p>Amazon</p> <p style="text-align: right;">SZ</p>	<p>Find it</p>
	<p>Improve your grammar <i>Harrison, Mark</i></p> <p style="text-align: right;">SZ</p>	<p>Find it</p>
	<p>Mastering practical grammar <i>Thorne, Sara</i></p> <p>This volume introduces the basic terminology and concepts of modern grammar, with practical reinforcement throughout. It contains exercises to test understanding and give readers the opportunity to consider grammar in context</p>	<p>Find it</p>
	<p>Writing at university: a guide for students <i>Creme, Phyllis and Lea, Mary R.</i></p> <p>This text presents strategies and approaches to allow the reader to gain more control over his or her academic writing in a higher education environment. This edition includes more detailed consideration of plagiarism and careful use of source material</p> <p style="text-align: right;">SZ</p>	<p>Find it</p>
	<p>Writing academic English <i>Oshima, Alice; Hogue, Ann</i></p> <p style="text-align: right;">SZ</p>	<p>Find it</p>
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Reports, Essays and Assignments

	<p>Report writing <i>Reid, Michelle</i></p> <p>This title aims to give students the understanding, confidence and tools to use report writing conventions to communicate their purpose, whatever their subject and whatever report they are writing. Real-life student examples are included to illustrate good writing style and effective communication</p>	<p>Find it</p>
	<p>How to write dissertations & project reports <i>McMillan, Kathleen and Weyers, Jonathan D. B</i></p> <p>Students need more help than ever before in selecting their dissertation or project topic and ensuring this major project gets the best marks. This book provides crucial support that will help organise their thinking and get them on the road to success</p>	<p>Find it</p>
	<p>How to write dissertations & project reports <i>McMillan, Kathleen and Weyers, Jonathan D. B</i></p> <p>Students need more help than ever before in selecting their dissertation or project topic and ensuring this major project gets the best marks. This book provides crucial support that will help organise their thinking and get them on the road to success</p>	<p>Find it</p>
	<p>How to use your reading in your essays <i>Godfrey, Jeanne</i></p> <p>Featuring real texts and examples of student writing, this practical book guides the undergraduate student through the process of effectively using reading in their essays. It covers selecting what to read, paraphrase and summarize sources, spotting and correcting mistakes in the final essay, and more</p> <p>Amazon</p>	<p>Find it</p>
	<p>Planning your essay <i>Godwin, Janet</i></p> <p>Amazon</p>	<p>Find it</p>
	<p>How to write better essays <i>Greetham, Bryan, 1946-</i></p> <p>The author takes the reader carefully through each stage of essay writing from interpretation of the question, to the research, planning, writing and revision. The book contains a troubleshooting section to help readers diagnose problems</p>	<p>Find it</p>

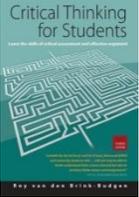
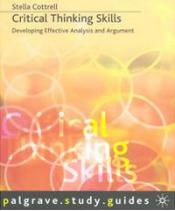
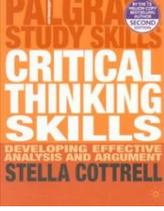


	<p>How to write essays & assignments <i>McMillan, Kathleen; Weyers, Jonathan D. B</i></p> <p style="text-align: right;"></p>	<p>Find it</p>
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Critical Thinking

	<p>Critical thinking for students: learn the skills of analysing, evaluating and producing arguments <i>Brink-Budgen, Roy van den</i> This handbook provides a straightforward introduction to the subject of critical thinking, showing A-Level and university students how to recognise and evaluate the arguments they will meet in their studies</p> <p style="text-align: right;">(SZ)</p>	<p>Find it</p>
	<p>Critical reasoning: a practical introduction <i>Thomson, Anne</i> Reasoning is the everyday process through which we draw conclusions from facts or evidence. This book provides a topical and exercise-based introduction to critical thinking</p>	<p>Find it</p>
	<p>Critical thinking skills: developing effective analysis and argument <i>Cottrell, Stella</i></p>	<p>Find it</p>
	<p>Critical thinking skills: developing effective analysis and argument <i>Cottrell, Stella</i> Ideal for students who are mystified by lecturer comments such as 'more analysis needed', this title takes the art of analysis and breaks it down into easy-to-understand blocks, with clear explanations, good examples, and plenty of activities to develop understanding at each stage</p> <p style="text-align: right;">(SZ)</p>	<p>Find it</p>
	<p>How to argue <i>Bonnett, Alastair, 1964-</i> One of the most difficult things students within higher education have to learn is how to argue. Packed with exercises, examples and case studies, this book aims to address this problem</p> <p style="text-align: right;">(SZ)</p> <p>Amazon</p>	<p>Find it</p>
	<p>Getting critical <i>Williams, Kate</i></p> <p>Amazon</p>	<p>Find it</p>

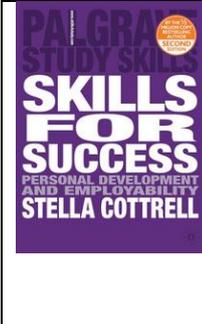
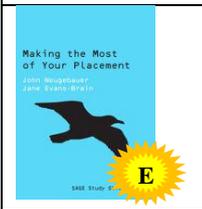
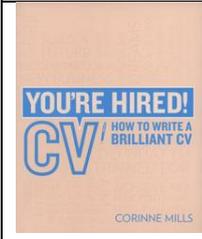
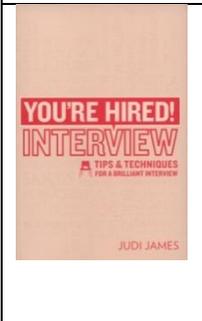
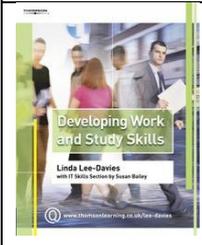




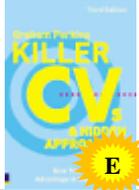
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Employability

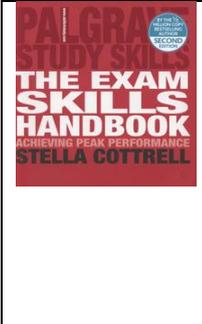
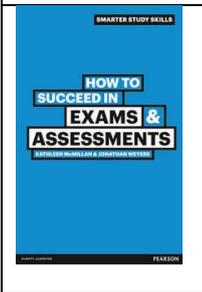
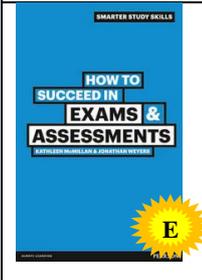
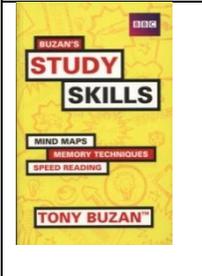
	<p>Skills for success: the personal development planning handbook <i>Cottrell, Stella</i></p> <p>With structured, reflective and practical activities, this text seeks to enable students to think creatively and constructively about personal, academic and career goals. Individuals are encouraged to identify what success really means to them and to plan a path towards achieving their aims</p>	<p>Find it</p>
	<p>Making the most of your placement <i>John Neugebauer and Jane Evans-Brain.</i></p>	<p>Find it</p>
	<p>CV: how to write a brilliant CV <i>Mills, Corinne</i></p> <p>Easy to use yet comprehensive, this book offers a step-by-step guide to putting together your CV from start to finish, helping you identify then target your dream job</p>	<p>Find it</p>
	<p>Interview: tips & techniques for a brilliant interview <i>James, Judi</i></p> <p>This text takes a look at body language in interviews, teaching you how to perform brilliantly to get the job you want. Full of practical techniques to prepare you mentally and physically, it aims to give ambitious job hunters the skills and confidence to make the best impression</p>	<p>Find it</p>
	<p>Interview answers: impressive answers to tough questions <i>Roderick, Ceri; Lucks, Stephan</i></p> <p>Written by psychologists who specialise in recruitment, this is an insider's guide to tackling even the trickiest interview questions</p>	<p>Find it</p>
	<p>Developing work and study skills <i>Lee-Davies, Linda; Bailey, Susan</i></p>	<p>Find it</p>

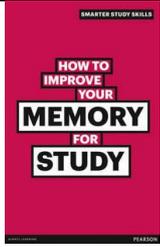


	<p>Killer CVs and hidden approaches Perkins, Graham</p>	<p>Find it</p>
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Exams and Revision

	<p>The exam skills handbook: achieving peak performance <i>Cottrell, Stella</i> Stella Cottrell provides an easy-to-follow set of strategies and techniques that build to a plan for achieving your best possible exam performance. She offers practical step-by-step guidance in long-term planning for optimal performance through to last minute revision strategies</p>	<p>Find it</p>
	<p>How to succeed in exams & assessments <i>McMillan, Kathleen; Weyers, Jonathan D. B</i> This book provides everything students will need to prepare for and perform well in all types of university assessment and examination</p>	<p>Find it</p>
	<p>How to succeed in exams & assessments <i>McMillan, Kathleen; Weyers, Jonathan D. B</i> This book provides everything students will need to prepare for and perform well in all types of university assessment and examination</p> <p>AMAZON</p>	<p>Find it</p>
	<p>14 days to exam success <i>Becker, Lucinda M., 1963-</i> A practical guide to effective revision and success in exams, this book takes the reader through a 14-day programme which ensures maximum results in the time available. With illustrations to enhance the text, it shows the reader how to tackle common revision and exam challenges through exercises, checklists and worked examples</p> <p>Amazon</p>	<p>Find it</p>
	<p>Buzan's study skills: mind maps, memory techniques, speed reading <i>Buzan, Tony; Buzan, Tony; Harrison, James</i> Tony Buzan shows how his techniques for memory, speed reading and mind mapping can help students think better and more creatively, learn more and recall information with ease</p>	<p>Find it</p>



How to improve your memory for study

Hancock, Jonathan, 1972-

This book will show you how to use memory to revolutionise the way you study. It combines the latest research about how the memory works with practical strategies for putting it to use in every aspect of study

[Find it](#)

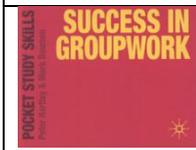


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Groupwork and Presentations



Success in groupwork

Hartley, Peter and Dawson, Mark

This guide provides students with practical advice and ideas to help them work effectively with other people and get the most out of their group project. It takes the reader from forming a group, working together on a project, dealing with conflict, using online resources through to delivering a group assessment.



[Find it](#)



A student's guide to presentations : making your presentation count

Barbara Chivers And Michael Shoolbred

Description:

This book gives readers a detailed guide to the preparation and delivery of both individual and group presentations. It will take them through all the practical stages necessary to complete a presentation and obtain excellent marks

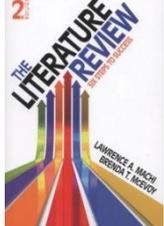
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Literature Reviews

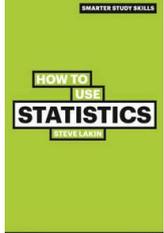
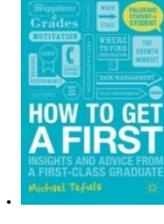
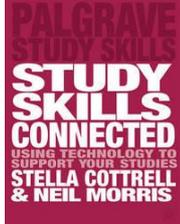
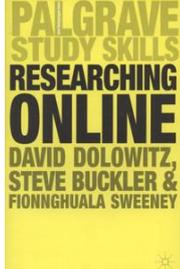
	<p>The literature review: a step-by-step guide for students <i>Ridley, Diana, Dr</i> This title is a concise, step-by-step guide to conducting a literature search and writing up the literature review chapter in a master dissertation or a professional doctorate thesis</p>	<p>Find it</p>
	<p>Doing your literature review: traditional and systematic techniques <i>Jesson, Jill; Matheson, Lydia; Lacey, Fiona M</i> 'Doing Your Literature Review' is a practical introduction for students on how to conduct both 'traditional' and systematic literature reviews and incorporate them into their research</p>	<p>Find it</p>
	<p>The literature review: six steps to success <i>Machi, Lawrence A; McEvoy, Brenda T</i> Updated with technology tips and new graphics, this bestseller takes readers through the entire literature review process in six steps, from selecting a topic to writing the review</p>	<p>Find it</p>

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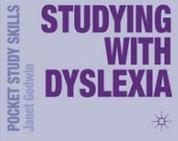
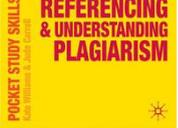


General Study Skills

	<p>How to use statistics</p>	<p>Find it</p>
	<p>How to get a first: insights and advice from a first-class graduate <i>Tefula, Michael</i> 'How to Get a First' combines personal experience, scientific research and motivational anecdotes from other students to create a comprehensive guide to the basic elements of academic success Book . English</p>	<p>Find it</p>
	<p>Study skills connected: using technology to support your studies <i>Cottrell, Stella; Morris, Neil</i> Engaging, accessible and practical, this book helps students to get the most out of new technologies to enhance their learning practices, engage with their studies and improve their study skills</p>	<p>Find it</p> <p style="text-align: right;"></p>
	<p>Blogs, wikis, podcasts & more <i>Pulman, Andy</i></p>	<p>Find it</p> <p style="text-align: right;"></p>
	<p>Researching online <i>Dolowitz, David P; Buckler, Steve; Sweeney, Fionnghuala</i> Providing a learning resource for those undertaking research for a dissertation, this skills-based text provides instruction and guidance on conducting research online with empirical and qualitative bases</p>	<p>Find it</p> <p style="text-align: right;"></p>
	<p>Time management <i>Williams, Kate, 1949-; Reid, Michelle</i> This easy-to-use guide helps students to improve their time management skills. Focusing specifically on challenges posed within a higher education context, it provides practical advice for students at all levels</p>	<p>Find it</p> <p style="text-align: right;"></p>



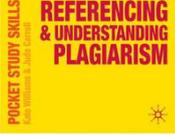
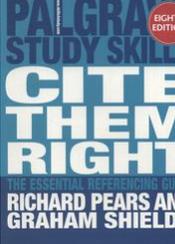
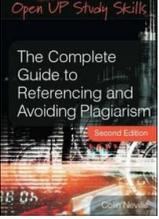


	<p>Studying with dyslexia <i>Godwin, Janet</i> This handy guide offers skills and advice to help you use your dyslexia constructively and become an effective student</p>	<p>Find it</p>
	<p>Reflective writing <i>Williams, Kate, 1949-; Spiro, Jane; Woolliams, Mary</i></p>	<p>Find it</p>
	<p>Referencing & understanding plagiarism <i>Williams, Kate; Carroll, Jude</i> This guide explains why referencing is an essential part of good writing and shows how to do it. It explains what plagiarism is and how to avoid it. With clear explanations and examples, this handy, easy-to-read guide has engaging illustrations and an informal style</p>	<p>Find it</p>
	<p>Reading and making notes <i>Godfrey, Jeanne</i> A little book that takes students clearly through the important differences between the 'why' and 'how' of reading at university, this book shows how to use reading lists, journals and books effectively and how to put together coherent, useful notes</p>	<p>Find it</p>
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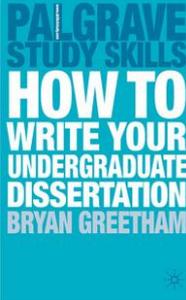
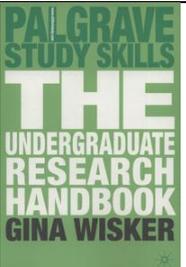
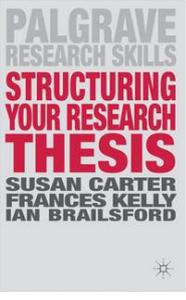
Referencing

	<p>Referencing & understanding plagiarism <i>Williams, Kate; Carroll, Jude</i></p> <p>This guide explains why referencing is an essential part of good writing and shows how to do it. It explains what plagiarism is and how to avoid it. With clear explanations and examples, this handy, easy-to-read guide has engaging illustrations and an informal style</p> <p style="text-align: right;"></p>	<p>Find it</p>
	<p>Cite them right: the essential referencing guide <i>Pears, Richard; Shields, Graham</i></p> <p style="text-align: right;"></p>	<p>Find it</p>
	<p>The complete guide to referencing and avoiding plagiarism <i>Neville, Colin</i></p> <p>This edition continues to demystify the referencing process and provide essential guidance on making sure you are not committing plagiarism. It provides clear guidelines on why and when to reference as well as how to correctly cite from a huge range of sources</p>	<p>Find it</p>
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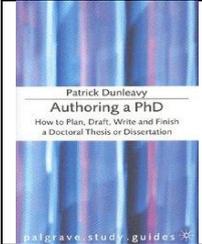




Research , Dissertations and PHDs

	<p>How to write your undergraduate dissertation <i>Greetham, Bryan, 1946-</i></p> <p>This work teaches students how to generate their own ideas and develop them into original research projects. Using examples from all disciplines, it teaches students how to construct arguments and use evidence and language consistently</p> <p>Amazon</p>	<p>Find it</p>
	<p>Your research project: designing and planning your work <i>Walliman, Nicholas S. R</i></p> <p>Written with the needs of students at undergraduate, masters and postgraduate level in mind, this book will guide you through the process of formulating a research question, choosing your research methods, planning your research, and getting started</p>	<p>Find it</p>
	<p>The undergraduate research handbook <i>Wisker, Gina, 1951-</i></p> <p>A practical, research-informed text providing student researchers with models, tasks and activities to enable them to think through, plan, action, write up and present their research</p>	<p>Find it</p>
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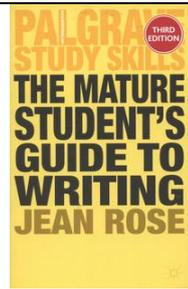


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Mature and Distance Students



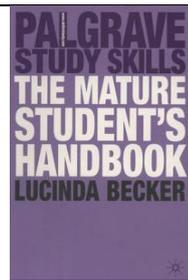
The mature student's guide to writing

Rose, Jean, 1942-

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Becker, Lucinda M., 1963-

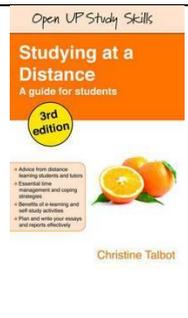
This is a practical guide allowing mature students to build on their strengths and overcome challenges. It covers areas such as lectures, seminars, reading and note-taking, presentations, writing, exams, time management, finance and careers

Book . English.

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Talbot, Christine J

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