

Study skills.

Each College and University will undoubtedly have its own study skills support frameworks and leaflets to provide guidance, advice and information on how to go about studying effectively. It is also likely that individual module guides for each module in a programme of study will contain hints as to what the academic staff teaching the module regard as the major themes and study elements such as making use of library, internet and other resources that students are expected to access in relation to the module design and purpose. Also, of course, individual students will have their previous experiences of studying that will predispose them to adopt particular patterns and practices associated with the study of their chosen topics.

However there are also a wide range of books and internet sources available on the topic of how to study effectively in order to maximise the retained benefits of the studying process – and of course maximise the potential marks achieved from any assessed work and exams forming part of the process. The following is just a small sample of appropriate and easily accessible sources that might be of relevance in this process.

Books:

Cottrell S (2008) The Study Skills Handbook. 3rd Edition. Palgrave Macmillan. London

Davies WM (2010) Study Skills for International Postgraduates. Palgrave Study Skills. Palgrave Macmillan, London.

Downing, S (2010) On Course Study Skills Plus Edition. International Edition. Wadsworth.

Martin, J (2009) Human Resource Management. Sage Course Companion Series. Sage, London. This book has a section (Part Three) on study, writing and revision skills written in collaboration with David McIlory that although focussing on HRM themes has a high degree of relevance to the OB subject area as well.

Pauk, W and Owens, RJQ (2010) How to Study in College. 10 Edition. Wadsworth.

Smale, B and Fowlie, J (2009) How to Succeed at University: An Essential Guide to Academic Skills and Personal Development. Sage, London.

Van Blerkom, DL (2009) College Study Skills. 6th edition. Wadsworth.

Web sites (all accessed April 2010):

<http://www.bized.co.uk/reference/studyskills/index.htm> Study skill resources are provided under a number of headings:

- Basic skills (reading, note taking etc)
- General skills (essay writing, report writing, referencing etc)
- Coursework (gathering information about a company etc)
- Revision and exams (exam techniques etc)

<http://www.studygs.net/> Study skill resources are provided under a number of headings:

- Time management (avoiding procrastination, creating a to-do list etc)
- Problem solving (finding creative solutions, motivating yourself etc)
- Learning (learning to learn, active learning etc)
- Learning with others (group projects, conflict resolution etc)

<http://www.open.ac.uk/skillsforstudy/> Although this site is specifically intended for Open University students and that specific type of learning environment, it does offer study skill

resources of some value to full-time studying and the resources are provided under a number of headings:

- Assignment writing
- Revision for exams and assessment
- Development of appropriate English language skills
- Development of effective study strategies
- Thinking, reading and note-taking
- Working with others
- Using maths and statistics in your studies
- Study skills health check – developing a learning plan

<http://www.educationatlas.com/study-skills.html> A site with lots of advertising and based largely on the educational world in the USA, but with some articles of value in relation to study skills in general under the following headings:

- General study skills guides (effective listening, identifying your learning style etc)
- Test taking study skills guides (multiple choice test taking tips, open book tests etc)
- Study skills resources by subject (business and psychology may be the most appropriate subject areas)

<http://www.humanities.manchester.ac.uk/studyskills/> A university site that offers (in this case a humanities based perspective) advice on study skills under a number of headings. Your University or College is likely to have something very similar:

- Essentials
- Developing as a learner
- Assessment & evaluation
- How are you doing?
- Organising yourself
- FAQs
- Useful links
- Contacts

<http://www.learnhigher.ac.uk/> A site created by 16 UK Universities that offers advice and guidance under the following headings. There is also a specific student part of the site at <http://www.learnhigher.ac.uk/students.htm>

- Academic Writing
- Assessment
- Critical Thinking & Reflection
- Doing Research
- Group Work
- Independent Learning
- Information Literacy
- Listening & Interpersonal Skills
- Learning For All (Inclusivity)
- Mobile Learning
- Notemaking
- Numeracy, Maths & Statistics
- Oral Communication
- Personal Development Planning
- Reading

- Referencing
- Report Writing
- Time Management
- Understanding Organisations
- Visual Practices

<http://www.palgrave.com/skills4study/index.asp> A site created by Palgrave as a book publisher to support the development of effective study skills.

<http://people.brunel.ac.uk/~mastmmg/ssguide/sshome.htm> A site created by a member of staff at Brunel University on what they personally consider to be effective study skills practices under a number of headings including:

- Time management
- Lectures
- Reading
- Presentations
- Etc.

<http://dyslexystudyskills.group.shef.ac.uk/> This site from Sheffield University is audio led and intended to offer guidance for students with dyslexia on how to study effectively. It has sections on:

- Writing skills
- Reading skills
- Organising yourself
- Using and acknowledging sources

<http://www.ucc.vt.edu/stdyhlp.html> A University site from the USA that offers some general guidance on study skills including specifically for students with attention deficit disorder.

<http://www.csbsju.edu/academic-advising/student-advising-resources/study-skills-guide.htm> Another University based site that offer guidance on aspects of study skills, including the SQ3R technique (survey, question, read, recite, review).

Other University and related web sites that offer advice on study skills include:

<http://sas.calpoly.edu/asc/ssl.html>

<http://www.als.salford.ac.uk/>

<http://www.gre.ac.uk/studyskills>

http://en.wikibooks.org/wiki/Study_Skills

<http://www2.le.ac.uk/offices/ssds/sd/ld/resources/study>

<http://www.academictips.org/>

<http://data.bolton.ac.uk/bissto/studyskills/index.htm>

<http://www.reading.ac.uk/internal/studyadvice/Studyresources/sta-index.aspx>

<http://www.staffs.ac.uk/uniservices/infoservices/studyskills/>

<http://www.worc.ac.uk/movingon/>

<http://www.worc.ac.uk/movingon/Academic%20writing.pdf>