

## Study Skills Refresher 2016-17

### Online resources and book list

This is only a selection of material. There are other online tools/help sheets and many other books. Please ask the library if you don't see what you need on this list.

#### **Web based resources:**

##### **Basic numeracy and literacy revision**

The BBC offers free modules and work sheets <http://www.bbc.co.uk/skillswise>

##### **Study skills**

The Open University offer advice on study skills, learning styles, exam technique, and IT skills <http://www.open.ac.uk/skillsforstudy/>

Bradford University's Effective Learning Service offers open access to their very good and Effective Learning Booklets on many topics [www.brad.ac.uk/management/els](http://www.brad.ac.uk/management/els) including report writing, references and (my favourite) procrastination! There are also 'Quick reads' leaflets on some topics.

UCL also offers online study skills advice, including audio presentations <http://www.ucl.ac.uk/transition/study-skills-resources>

Oxford Brookes University has a collection (mixed sources) of advice and information about study skills, including research, reading and writing <http://www.brookes.ac.uk/students/upgrade/study-skills/>

##### **Reading**

Mind Tools include reading skills, rapid reading, note-taking and improving recall in their Learning Skills section [http://www.mindtools.com/pages/main/newMN\\_ISS.htm#reading](http://www.mindtools.com/pages/main/newMN_ISS.htm#reading)

Sydney University - includes tips on critical reading [http://sydney.edu.au/stuserv/documents/learning\\_centre/critical.pdf](http://sydney.edu.au/stuserv/documents/learning_centre/critical.pdf)

University of Toronto - Critical reading (and critical writing) <http://www.writing.utoronto.ca/advice/reading-and-researching/critical-reading>

##### **Writing**

Birmingham City University guide to writing reports (and see other links for writing, study and speaking skills) <http://library.bcu.ac.uk/learner/writingguides/1.02%20Reports.htm>

The Open University has a course/exercises on academic writing - a simple registration process is required to see all the resources and do the exercises

<http://www2.open.ac.uk/students/skillsforstudy/developing-academic-english.php>

Plain English Campaign

<http://www.plainenglish.co.uk/free-guides.html>

<http://www.plainenglish.co.uk/files/reportsguide.pdf>

Examples of reflective and analytical essays, with comments and explanations, from Bob Price and Anne Harrington

[http://www.uk.sagepub.com/repository/binaries/learning\\_matters/nursing/example\\_essays-nursing\\_students.pdf](http://www.uk.sagepub.com/repository/binaries/learning_matters/nursing/example_essays-nursing_students.pdf)

Writing case studies tutorial from RMIT University (and other kinds of academic writing)

<http://emedia.rmit.edu.au/learninglab/content/case-studies-tutorial>

Case report - annotated example from Monash University (and other kinds of formats e.g. reflective writing)

<http://www.monash.edu.au/lls/llonline/writing/medicine/health-sciences/index.xml>

Academic case studies (and varieties) from UEfAP (Using English for Academic Purposes)

<http://www.uefap.com/writing/genre/casestud.htm>

## **Critical appraisal**

Critical Appraisal Skills Programme - brief online introduction to the critical appraisal process, and worksheets tailor-made for each major type of research (randomised controlled trials, cohort studies etc.) <http://www.casp-uk.net/>

Centre for Evidence Based Medicine - starting points and tools for searching and critical appraisal <http://www.cebm.net/index.aspx?o=1023>

Online module defining systematic reviews (introductory module is open access)

<http://training.cochrane.org/path/introduction-systematic-reviews-pathway/1>

## **IT (and other study skills)**

GCFLearnFree offers short tutorials and lessons via YouTube videos

<https://www.youtube.com/user/gcfllearnfree/featured>

## **Books:**

### **General study skills**

Aveyard, H. et al (2011) *A beginner's guide to critical thinking and writing in health and social care.*

(Oliveira Library classmark L125 AVE)

Cottrell, S. (2013) *The study skills handbook.* 4th ed.

(Oliveira Library classmark L125 COT)

Davis, N. et al (2011) *Learning skills for nursing students*

(Oliveira Library classmark L125 DAV)

Hargreaves, S. (2007) *Study skills for dyslexic students - not just for dyslexics*

(Oliveira Library classmark L126 HAR)

McMillan, K. and Weyers, J. (2009) *The smarter study skills companion.* 2nd ed.

(Oliveira Library classmark L125 MCM)

### **Memory skills**

McPherson, F. (2009) *Perfect memory training.*

(Oliveira library classmark WLM460 MCP)

### **Reading and writing skills - academic**

Albert, T. (2008) *Write effectively: a quick course for busy health workers.*

(Oliveira Library classmark L125 ALB)

Aveyard, H (2010) *Doing a literature review in health and social care.* 2nd ed.

(Oliveira Library classmark WB20 AVE)

Copus, J. (2009) *Brilliant writing tips for students*

(Oliveira Library classmark L 128 COP)

Creame, P. and Lea, M. R. (2008) *Writing at university: a guide for students.* 3rd ed.

(Oliveira Library classmark L128 CRE)

Field, Marion (2014) *Improve your written English* 5<sup>th</sup> ed.

(Oliveira Library classmark PE FIE)

Gillett, A. et al (2009) *Successful academic writing.*

(Oliveira Library classmark L128 GIL)

Glasper, A. and Rees, C. (2013) *How to write your nursing dissertation.*

(Oliveira Library classmark L128 GLA)

Godfrey, J. (2009) *How to use your reading in your essays*.  
(Oliveira Library classmark L125 GOD)

Godfrey, J. (2013) *The student phrase book: vocabulary for writing at university*  
(Oliveira Library classmark L128 GOD)

McMillan, K. and Weyers, J. (2007) *How to write essays & assignments*.  
(Oliveira Library classmark L125 MCM)

McMillan, K and Weyers, J. (2007) *How to write dissertations and project reports*.  
(Oliveira Library classmark L128 MCM)

Matthews, J. R. (2014) *Successful scientific writing. 4<sup>th</sup> ed.*  
(Oliveira Library classmark Q50 MAT)

Peck, J. and Coyle, M. (2005) *The student's guide to writing: grammar, punctuation and spelling. 2nd ed.*  
(Oliveira Library classmark PE PEC)

Price, B. and Harrington, A. (2013) *Critical thinking and writing for nursing students. 2nd ed.*  
(Oliveira Library classmark L125 PRI)

Taggart, C. (2008) *My grammar and I (or should that be 'Me?'): old school ways to sharpen your English*  
(Oliveira Library classmark PE TAG)

Walliman, N. (2014) *Your undergraduate dissertation 2nd ed.*  
(Oliveira Library classmark L125 WAL)

Woods, G. (2011) *English grammar workbook for dummies*  
(Oliveira Library classmark PE WOO)

### **Reading and writing skills - business**

Davis, K. W. (2010) *Business writing and communication*  
(Oliveira Library classmark WX226 DAV)

Kuiper, S. (2009) *Contemporary business report writing (4th ed.)*  
(Oliveira Library classmark WX226 KUI)

## **Understanding research designs, finding research, & critical appraisal**

Bowling, A. (2009) *Research methods in health*. 3<sup>rd</sup> ed.  
(Oliveira Library classmark WB25 BOW)

Crombie, I.K. (1996) *The pocket guide to critical appraisal*  
(Oliveira Library classmark WB25 CRO)

De Brun, C. et al (2009) *Searching skills toolkit*.  
(Oliveira Library classmark WB20 DEB)

Goldacre, B. (2008) *Bad science - instructive and funny on how (not) to read science*  
(Oliveira Library classmark Q4 GOL)

Greenhalgh, T. (2010) *How to read a paper*. 4th ed.  
(Oliveira Library classmark WB20 GRE)

Neale, J. (2009) *Research methods for health and social care*.  
(Oliveira Library classmark WB25 NEA)

## **Specialist vocabulary**

[no personal author] (2009) *Medical terminology made incredibly easy*  
(Oliveira Library classmark WB15 LIP)

Glendinning, E. C. (2007) *Professional English in use: medicine*  
(Oliveira Library classmark PE GLE)

## **References and citations**

Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*. 2nd ed.  
(Oliveira Library classmark L127 NEV)

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*. 9th ed.  
(Oliveira Library classmark L125 PEA)

## **IT skills**

Johnson, S. (2010) *Brilliant Office 2010*  
(Oliveira Library classmark QA125 JOH)

Rex, K. (2012) *Microsoft Office 2010 demystified*  
(Oliveira Library classmark QA125 REX)

Shoup, K. (2008) *Office 2007: top 100 simplified tips and tricks*  
(Oliveira Library classmark QA125 SHO)

## **Presentation skills**

Nicol, A. A. M., (2003) *Displaying your findings: a practical guide for creating figures, posters and presentations*

(Oliveira Library classmark Q50 NIC)

Theobald, T. (2013) *Develop your presentation skills*

(Oliveira Library classmark WX228 THE)

Van Emden, J. and Becker, L. (2010) *Presentation skills for students*. 2<sup>nd</sup> ed

(Oliveira Library classmark WX228 VAN)

## **Maths and Statistics**

Beveridge, Colin (2011) *Basic maths for dummies*.

(Oliveira classmark QA4 BEV)

Bowers, D. (2014) *Medical statistics from scratch: an introduction for health professionals* 3<sup>rd</sup> ed.

(Oliveira Library classmark W150 BOW)

Veney, J (2009) *Statistics for health care professionals: working with Excel*.

(Oliveira Library classmark QA27 VEN)

Vickers, A. (2010) *What is a p-value anyway? 34 stories to help you actually understand statistics*

(Oliveira Library classmark QA27 VIC)

Walker, J. (2010) *Interpreting statistical findings*

(Oliveira Library classmark QA27 WAL)

## **Communication skills**

DeVito, J. A. (2009) *The interpersonal communication book*. 12th ed. (Oliveira Library classmark WLM812 DEV)

Donnelly, E. and Neville, L. (2008) *Communication and interpersonal skills*.

(Oliveira Library classmark WLM812 DON)

Kuhnke, E. (2012) *Body language for dummies* 2<sup>nd</sup> ed.

(Oliveira Library classmark WLM875 KUH)

## **Time management**

Atkinson, F. (2009) *Successful time management: get more out of your day*  
(Oliveira Library classmark WX212 ATK)

Evans, C. (2008) *Time management for dummies.*  
(Oliveira Library classmark WX212 EVA)

## **Stress management and life balance**

Ireland, L. *Total confidence* (audio CD)  
(Oliveira classmark WLM310 IRE)

Lewis, A. (2010) *Recover your balance: how to bounce back from bad times at work*  
(Oliveira classmark WLM228 LEW)

Lindenfield, G. (2014) *Self-esteem*  
(Oliveira classmark WLM310 LIN)

Claridge, B. and Cooper, C. L. (2014) *Stress in the spotlight*  
(Oliveira Library classmark WLM228 CLA)