

Skills for Study

LEVEL 2

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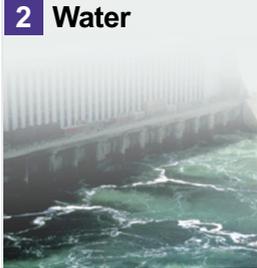
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Map of the book

	Part A Understanding spoken information	Part B Understanding written information
1 Gender issues 	Understanding descriptions of data in spoken language Understanding references to graphic data Understanding and evaluating a speaker's interpretation of data	Recognizing patterns and trends in data Understanding graphic presentations of data Evaluating, comparing and critically analysing graphic data Incorporating graphic information and data into writing
▶ UNIT TASK Gender issues		
2 Water 	Following seminar discussions Comparing and synthesizing ideas and arguments	Finding texts which are at a suitable academic level for your needs Skim reading a report to decide if it suits your purpose Identifying different types of written report Reading feasibility/recommendation reports
▶ UNIT TASK Water		
3 Progress 	Following descriptions of processes and sequences Following an account of the development of ideas over time Following a description of a manufacturing process Following a description of a lab procedure	Following written processes Interpreting process diagrams and flow charts Evaluating processes Critically analysing reported statistics
▶ UNIT TASK Progress		
4 Art, creativity and design 	Coping with distractions Detecting a speaker's level of certainty Listening critically	Identifying appropriate reading techniques Reading intensively for understanding Reading critically
▶ UNIT TASK Art, creativity and design		
Good study practice checklists Appendices		

Part C Investigating	Part D Reporting in speech	Part E Reporting in writing
Preparing a list of references Using secondary citations Keeping records of research	Discussing the meaning and implications of numerical data Using statistical data in support of claims Referring to graphics in support of claims	Identifying different types of report Understanding the core features of a typical written report Writing a literature review Building paragraphs in academic writing Creating a poster to report results
Understanding the research process Understanding primary and secondary research Analysing the process of choosing a research question Writing research proposals	Participating in seminar discussions Exchanging and challenging ideas appropriately in academic discussion Expressing and defending opinions Changing the direction of a discussion Concluding a discussion	Understanding the main features of a primary research report Understanding the main features of a successful feasibility/ recommendation report Making choices about the best way to structure your reports
Drawing conclusions from data Dealing with sources of uncertainty Avoiding absolute terms Protecting your position through citation Using cautious language for your own claims	Explaining the possible implications of events Giving an oral progress report	Explaining, comparing and interpreting sources Synthesizing sources and viewpoints Writing a progress report
Understanding reliability and validity Analysing the suitability of samples	Describing research findings Describing and explaining data Discussing research findings	Using supporting information in writing Writing an abstract Avoiding plagiarism

Introduction

Developing your academic skills

Before you start to use this book, complete the questionnaire.

Decide how strongly you agree or disagree with each statement by ticking (✓) the column (1–5) which best describes your opinion according to the following scale:

1 = strongly disagree

2 = disagree

3 = neither agree nor disagree

4 = agree

5 = strongly agree

	1	2	3	4	5
Using and interpreting data					
1 I can understand graphics and tables more easily than text.					
2 I can critically evaluate data in graphics and tables.					
3 I can understand the strong and weak points of different styles of graphics and tables.					
4 I can create effective graphics and tables to present information.					
Discussion skills					
5 I have attended seminar discussions.					
6 I can actively participate in seminar and small group discussions.					
7 I can use different strategies to participate in group discussions.					
8 I can understand a group discussion, even when several people are talking.					
Writing skills					
9 I understand the difference between a report and an essay.					
10 I have written a report on my subject.					
11 I know what types of reports are used in my subject.					
12 I can synthesize information from different sources in my writing.					
13 I know how to write a literature review.					
Research					
14 I can find sources of data which are suitable for my needs.					
15 I can write citations and references in an accepted format.					
16 I know the difference between primary and secondary research.					
17 I understand how to plan a research project.					