

Contents

1	Why are study and communication skills important?	1
	Introduction	1
1.1	'I did study skills at school. Why do I still need to read this book?'	2
1.2	The contextual nature of skills: making the transition to undergraduate study	2
1.3	Foundational skills	3
1.4	Make yourself employable	5
	Chapter summary	6
2	Using feedback	7
	Introduction	7
2.1	What is feedback?	7
2.2	When do you get feedback?	8
2.3	How to make use of feedback	9
	Chapter summary	12
3	Making the most of lectures	13
	Introduction	13
3.1	The purpose of lectures	13
3.2	Prepare before lectures	15
3.3	Listen actively during lectures	16
3.4	Make notes appropriately during lectures	18
3.5	Follow-up after lectures	25
	Chapter summary	26
4	Working with different information sources	27
	Introduction	27
4.1	Different types of printed publication	27
4.2	Using the internet	34
4.3	Note-making strategies	41
4.4	Citations and references	45
	Chapter summary	51
5	Avoiding plagiarism	52
	Introduction	52
5.1	What is plagiarism?	52
5.2	How to avoid plagiarism	59
5.3	Six good reasons not to plagiarize	72
	Chapter summary	73

6	Choosing the right writing style	74
	Introduction	74
6.1	Voice	74
6.2	Sentences and phrases	76
6.3	Punctuation	78
6.4	Paragraphs	81
6.5	Abbreviations	82
6.6	Illustrations	83
6.7	Referencing	84
	Chapter summary	84
	Further reading	84
7	Writing essays	86
	Introduction	86
7.1	What is an essay?	86
7.2	Approaches to essay-writing	88
7.3	Producing a coursework essay	91
7.4	Writing essays in examinations	105
	Chapter summary	106
8	Writing practical and project reports	107
	Introduction	107
8.1	Before the practical class	108
8.2	During the practical class	110
8.3	Writing your report	111
	Chapter summary	128
	Appendix: Examples of how not to draw graphs	128
9	Working in tutorials and groups	131
	Introduction	131
9.1	Tutorials	131
9.2	Group work	134
	Chapter summary	143
10	Preparing scientific presentations	144
	Introduction	144
10.1	What are presentations supposed to achieve?	144
10.2	What makes a good presentation?	145
10.3	Analyse the question or brief	149
10.4	Research the topic	150
10.5	Plan and order the material	151

10.6 Prepare your notes	153
10.7 Practice	158
Chapter summary	159
11 Delivering scientific presentations	160
Introduction	160
11.1 Common concerns and how to address them	161
11.2 Use visual aids effectively	167
11.3 Master some key techniques	174
Chapter summary	176
12 Creating academic posters	177
Introduction	177
12.1 The context of poster presentations	177
12.2 Seven key steps to creating your poster	178
Chapter summary	195
13 Getting the most out of revision	196
Introduction	196
13.1 Get yourself organized!	196
13.2 Use active revision techniques	203
13.3 See the big picture	209
13.4 Practise outputting the information you have learnt	210
Chapter summary	211
14 Getting the most out of exams	212
Introduction	212
14.1 Just before an exam	212
14.2 Arriving in the exam room	217
14.3 Answering the questions	217
Chapter summary	223
15 Making yourself employable	224
Introduction	224
15.1 Get a good degree	224
15.2 Engage early	225
15.3 Gain experience	228
15.4 Make contact	230
15.5 Sell yourself	233
Chapter summary	240
Index	241