

CONTENTS

PREFACE	Viii
CHAPTER 1: GETTING STARTED	1
1 How to use this book	1
2 Why read about study skills?	3
3 Getting yourself organized	7
3.1 Managing time	8
3.2 Completing a task	9
3.3 Practical arrangements	11
4 What is studying all about?	13
4.1 Learning	13
4.2 Being an adult student	15
4.3 What <i>are</i> study skills'?	15
CHAPTER 2: READING AND NOTE TAKING	20
1 Introduction	11
2 Reactions to reading	22
2.1 Feelings about reading	22
2.2 Your attitude towards the <i>topic</i> you are reading about	25
2.3 Irritation with the language	26
2.4 Frustration with the style	29
2.5 Disagreeing with the author	30
2.6 Feelings and motivation	31
3 Your reading strategy	32
3.1 Context	32
3.2 Speed	32
3.3 Time chunks	36

3.4	Targets	36
3.5	What if you get stuck?	37
4	Memory	38
5	Taking notes	40
5.1	Highlighting and underlining	40
5.2	Note taking proper	42
5.3	What is the point of note taking?	48
5.4	What will you do with your notes?	49
6	Conclusion	50
 CHAPTER 3: OTHER WAYS OF STUDYING		 52
1	Introduction	52
1.1	The nature of studying and learning	52
1.2	The value of the spoken word	53
2	Learning in groups	55
2.1	What does learning in groups offer?	56
2.2	The nature of classroom discussion	59
2.3	How to enjoy taking part in group discussions	60
2.4	Giving a 'presentation'	63
2.5	Self-help groups	64
3	Talks and lectures	64
3.1	What do lectures offer you'?	64
3.2	Problems of learning from lectures	67
3.3	Practical advice	68
4	Learning from TV and radio broadcasts	72
4.1	What do TV broadcasts offer'?	72
4.2	Problems with learning from TV	74
4.3	What do radio broadcasts offer'?	76
4.4	Problems with learning from radio	77
4.5	Suggestions for learning from TV and radio	77

5 Other study media	79
5.1 Audio and video cassettes	79
5.2 Residential schools	80
5.3 Project work	80
5.4 Computers and study	81
6 Conclusion	83
CHAPTER 4: WORKING WITH NUMBERS	84
1 Getting to know numbers	84
1.1 Numbers and studying	87
2 Describing the world	88
3 Describing with tables	90
3.1 Answers to the quiz	92
3.2 Summary of tips for table readers	96
4 Describing with diagrams and graphs	98
4.1 Summary of tips for reading graphs and charts	103
4.2 Where have numbers taken us?	105
4.3 Not all data are numbers	105
5 Try out your skills	106
6 Conclusion	108
CHAPTER 5: WHAT IS GOOD WRITING?	110
1 The importance of writing	110
1.1 What is an essay?	110
1.2 Why write essays'?	111
1.3 How to develop your essay-writing ability	112
2 What does an essay look like?	112
2.1 Looking at other people's essays	113
2.2 Critique of Sam's essay	117

2.3 Other points about Sam's essay	124
2.4 Critique of Ann's essay	131
2.5 Extracts from some other essays	141
3 What is a good essay?	147
3.1 Answering the question	148
3.2 Drawing on the course material	149
3.3 Showing a good grasp of the ideas in the course	150
3.4 Presenting a coherent argument	152
3.5 Adopting an objective, analytical style	152
3.6 Writing clearly	153
4 Conclusion	154
CHAPTER 6: HOW TO WRITE ESSAYS	156
1 Introduction	156
2 The craft of writing	157
2.1 Thinking about the essay title	158
2.2 Gathering together material for the essay	160
2.3 Getting ideas on to paper	161
2.4 Organizing the material	164
2.5 Writing a first draft	166
2.6 Writing the final draft	170
2.7 Reviewing your draft	172
3 The advantages of treating essay writing as a craft	173
4 Making your essay flow	176
4.1 Link words	177
4.2 Signposting	181
4.3 Paragraphing	182
4.4 Summary of practical tips	187
5 Making a convincing case	188
5.1 Using ideas drawn from other writers	188
5.2 Using evidence	191
5.3 Arguing logically	192

6 The experience of writing	194
6.1 Revealing yourself	195
6.2 By what standards are you to judge yourself?	195
6.3 The private—public ambiguity	195
6.4 Taking advantage of criticism	196
6.5 Routine hardships	198
7 Conclusion	199
CHAPTER 7: PREPARING FOR EXAMINATIONS	202
1. Why exams?	202
2 Cutting through some myths about exams	205
3 What the examiners do not like	212
4 Revising for exams	216
5 Getting yourself 'geared-up' in the last day or two	226
6 Working out your tactical plan for the exam	229
7 Will you do as well as you ought in the exam?	237
Postscript	239
Article by Carl Gardner	240
Index	244