

Contents

INTRODUCTION	12
<u>PART 1: STUDY AIDS</u>	13
<u>STUDY AID 1: Note-Taking Skills</u>	15
Section 1: Opening comments	17
Section 2: Reasons for note-taking	18
Section 3: The characteristics of good and bad notes	19
Section 4: Nucleated Notes	20
Section 5: The advantages and disadvantages of nucleated notes	20
Section 6: Sequential Notes	20
Section 7: The advantages and disadvantages of sequential notes	21
Section 8: Abbreviations	22
Section 9: Closing comments	22
Appendix 1: Sample 'contents page'	23
Appendix 2: The development of nucleated notes	24
Appendix 3: Fifty two Standard Abbreviations	25
<u>STUDY AID 2: Revision Skills</u>	27
Section 1: Opening comments	29
Section 2: Types of research	30
Section 3: Memory techniques	30
Section 4: Reasons for failure	31
Section 5: The relationship between subject areas and different learning methods	32
Section 6: Closing comments	32
Appendix 1: The learning process	33
Appendix 2: Two possible rates of learning	33
Appendix 2: Example of a 'Revision Timetable'	34

<u>STUDY AID 3: Thinking Skills</u>	35
Section 1: Opening comments.....	37
Section 2: The Characteristics of effective thinking.....	38
Section 3: Obstacles to effective thinking.....	39
Section 4: Symptoms of poor thinking.....	39
Section 5: Ways to improve thinking.....	40
Section 6: Handling evidence.....	41
Section 7: The three parts of an argument.....	42
Section 8: Developing an argument.....	43
Section 9: Modifying an argument.....	43
Section 10: Strengthening an argument.....	43
Section 11: Closing comments.....	44
<u>STUDY AID 4: Writing Skills</u>	45
Section 1: Opening comments.....	47
Section 2: The characteristics of effective writing.....	48
Section 3: The differences between the written and spoken word.....	49
Section 4: The ' <i>golden rules</i> ' to effective writing.....	49
Section 5: Preparing to write effectively.....	50
Section 6: Gaining precision when writing.....	50
Section 7: Things to avoid when writing.....	51
Section 8: The ' <i>active</i> ' and the ' <i>passive</i> ' voice.....	52
Section 9: Circumlocutions.....	52
Section 10: ' <i>Signposting</i> '	53
Section 11: ' <i>Signpost</i> ' Words.....	53
Section 12: ' <i>Link</i> ' Words.....	54
Section 13: Closing comments.....	55

Appendix 1: A ‘communication chain’ and its vulnerability to ‘noise’	56
Appendix 2: The impressions formed by good and bad writing	56
<u>STUDY AID 5: Free Writing</u>	57
Section 1: Opening comments	59
Section 2: Methodology	59
Section 3: Assessment of free-writing	60
Section 4: Advantages of free-writing	60
Section 5: Ways to improve writing style	60
Section 6: Closing comments	61
Appendix 1: The stages of producing a written work	62
<u>STUDY AID 6: Assignment Planning</u>	63
Section 1: Opening comments	65
Section 2: Types of assignments	66
Section 3: Types of essay	67
Section 4: The purpose of assignments	67
Section 5: Subject selection	67
Section 6: Title selection	68
Section 7: Planning an assignment	68
Section 8: Completed planning notes	70
Section 9: Readership	70
Section 10: Levels of readership	70
Section 11: Essay and report writing	71
Section 12: Stages in report writing	71
Section 13: Plagiarism	72
Section 14: Closing comments	72

<u>STUDY AID 7: Introductions</u>	73
Section 1: Opening comments.....	75
Section 2: Types of Introduction.....	75
Section 3: Effective Introductions.....	76
Section 4: Ways to kill a good Introduction.....	76
Section 5: Introducing arguments.....	77
Section 6: Closing comments.....	77
<u>STUDY AID 8: Arguing Skills</u>	79
Section 1: Opening comments.....	81
Section 2: Essay conventions.....	81
Section 3: Prioritisation.....	82
Section 4: Effective argumentation.....	83
Section 5: Characteristics of a good argument.....	83
Section 6: Closing an argument.....	84
Section 7: Grouping causes.....	84
Section 8: The advantages of causal groupings.....	85
Section 9: Figures and Diagrams.....	85
Section 10: Closing comments.....	85
<u>STUDY AID 9: Paragraphs</u>	87
Section 1: Opening comments.....	89
Section 2: Paragraph Openings.....	89
Section 3: Structural features.....	90
Section 4: Stylistic features.....	91
Section 5: Paragraph Endings.....	91
Section 6: The advantages (and disadvantages) of brief sentences.....	92
Section 7: The advantages (and disadvantages) of long sentences.....	92

Section 9: Punctuation.....	92
Section 10: Closing comments.....	93
<u>STUDY AID 10:</u> Conclusions.....	95
Section 1: Opening comments.....	97
Section 2: Types of conclusion.....	97
Section 3: Characteristics of a good conclusion.....	98
Section 4: Improving conclusions.....	98
Section 5: Addenda.....	99
Section 6: Appendices.....	99
Section 7: Footnotes.....	100
Section 8: Bibliographies.....	100
Section 9: Overall structure of Bibliographies.....	101
Section 10: Closing comments.....	101
Appendix 1: Overview of an effective assignment/essay structure.....	102
<u>STUDY AID 11:</u> Proof Reading.....	105
Section 1: Opening comments.....	107
Section 2: The stages of proof reading.....	108
Section 3: The advantages of proof reading aloud.....	109
Section 4: Things to look out for when proof reading.....	109
Section 5: Evaluating proof reading.....	110
Section 6: Clichés.....	110
Section 7: Closing comments.....	111
Appendix 1: The relationship between proof reading and essay drafting.....	112
<u>STUDY AID 12:</u> Exam Skills.....	113
Section 1: Opening comments.....	115
Section 2: Qualities required.....	115

Section 3: Common reasons for failure in exam preparation	116
Section 4: More reasons for exam failure.....	117
Section 5: Exam preparation.....	118
Section 6: Approaching exam questions.....	119
Section 7: Time management.....	119
Section 8: Answering exam questions.....	120
Section 9: Structuring exam answers.....	121
Section 10: Closing comments.....	121
Appendix 1: A list of ' <i>instruction words</i> ' used in exams.....	122
Appendix 2: ' <i>A</i> ' Level Grades.....	122
Appendix 3: ' <i>Question Dissection</i> '.....	123
Appendix 4: Planning to answer exam questions.....	123
Appendix 5: Handling Documentary Evidence.....	124

To purchase a full PDF copy of Part 1 of '*Advantage Study Skills*' please proceed to the Payment Bar and once payment has been made place an order through Richard Smith at rjtleeds@yahoo.co.uk who will send a copy within three days (August holidays and Christmas period excepted)

To purchase a PDF file consisting of both Parts 1 and 2 of '*Advantage Study Skills*' do the same as above