## Contents

Acknowledgements	vi
Introducing The Study Skills Handbook	1 1 mmo bns
A Managing yourself for study	7
1 Success as a student	9
2 Developing your skills	35
3 Successful study: Intelligence, strategy and personalised learning	59
4 The C·R·E·A·M strategy for learning	87
5 Time management as a student	121
B Academic skills	151
6 Core research skills: Reading, note-making and managing information	153
7 Critical analytical thinking	187
8 Memory	203
9 Confidence with numbers	219
C People skills	243
10 Working with others: Collaborative study	245
D Task management skills	271
11 Writing at university level	273
12 Developing academic writing	307
13 Research projects, case studies and dissertations	339
14 Revision and exams	367
E Drawing it together	383
15 Planning your next move	385
Appendices	
1 Quick multiplier	399
2 Online research tools	400
3 Further resources on managing and studying as a student	402
Glossary: Terms useful to know in Higher Education	404
Answers to activities	407
References	415
Index	418