

CONTENTS

<i>Acknowledgements</i>	viii
<i>Introduction</i>	ix
Understanding academic culture	ix
What is <i>The Academic Skills Handbook</i> ?	ix
<i>How to use the book</i>	xiv
<i>Online Resources</i>	xv
PART 1 WRITING SKILLS	1
1 Getting Started on Your Essay	3
Your chapter dashboard	4
The academic essay	8
Writing your essay	17
Planning, structuring and researching	25
Completing your essay	26
Your chapter takeaway	31
2 Getting Started on Your Lab Report	33
Your chapter dashboard	34
Understanding the task	38
Planning, structuring and researching your report	39
Completing your lab report	55
Your chapter takeaway	58
3 Writing Exams, Reflective Essays, Dissertations and Posters	59
Your chapter dashboard	60
Writing exams	64
Reflective essays	67
Writing your dissertation	77
Posters	86
Your chapter takeaway	93
4 Writing with Clarity	95
Your chapter dashboard	96
Organising ideas	99
Your chapter takeaway	113

5 Writing with Accuracy	115
Your chapter dashboard	116
Features of accuracy	119
Your chapter takeaway	145
6 Being Concise	147
Your chapter dashboard	148
How can we achieve concise writing?	151
Your chapter takeaway	160
7 Writing in Academic Style	161
Your chapter dashboard	162
A formal approach (but not too formal)	165
Style conventions – do's and don'ts	166
Communicating with your tutor	179
Your chapter takeaway	182
8 Referencing with Accuracy	183
Your chapter dashboard	184
Citing your sources	187
The nuts and bolts of citing your sources	188
The reference list	195
Your chapter takeaway	199
PART 2 READING & CRITICAL ANALYSIS SKILLS	201
9 Reading Skills	203
Your chapter dashboard	204
Types of texts	207
Becoming an active reader	209
The reading and note-taking process	212
Reading into writing	220
Collecting and organising your notes	228
Your chapter takeaway	230
10 Critical Thinking and Analysis	231
Your chapter dashboard	232
Becoming a critical thinker	235
Developing your stance and voice	238
Improving your critical response	240
Your chapter takeaway	244

PART 3 PRESENTATIONS, SPEAKING AND LISTENING SKILLS	245
11 Giving Effective Presentations	247
Your chapter dashboard	248
The three stages of a presentation	251
Your chapter takeaway	273
12 Communicating in Seminars	275
Your chapter dashboard	276
What is a seminar for?	279
Preparing for a seminar	279
During the seminar	281
The language for seminars	283
Seminar etiquette	284
Intercultural awareness	285
After your seminar	286
Your chapter takeaway	287
13 Working in Groups	289
Your chapter dashboard	290
The five steps to effective group working	293
Group working scenarios	298
Your chapter takeaway	300
14 Getting the Most Out of Lectures	301
Your chapter dashboard	302
Styles of lectures	305
Active listening	305
Before the lecture	306
During the lecture	308
After the lecture	319
The ten golden rules of lecture etiquette	320
Your chapter takeaway	322
<i>Index</i>	323