



CSU Learning Skills: *your link to success*

Academic writing & study skills

Texts available from CSU Library

The following texts are available within the CSU Library holdings. They are all recently published or revised editions, and a quick review of the books indicate that each of them offer time-pressed students with a wealth of helpful and practical ways of establishing better control of academic study and writing. Check one of them out today !

1. Academic writing texts available

Adams, P., Openshaw, R. & Trembath, V. (Eds). (2006). *Score more: Essential academic skills for tertiary education*. South Melbourne, Vic.: Thomson Learning Australia.

Contents: Section 1. Setting yourself up for success. Section 2. Finding, evaluating and recording information. Section 3. Improving your academic writing. Section 4. Learning about academic conventions. Section 5. Core academic forms.

Barrass, R. (2005). *Students must write: A guide to better writing in coursework and examinations* (3rd ed.). New York: Routledge.

Contents: 1. Judged by your writing -- 2. Four reasons for writing -- 3. How students should write -- 4. Answering questions in coursework -- 5. Thoughts into words -- 6. Using words -- 7. Using numbers, tables and illustrations -- 8. Helping your readers -- 9. Finding and using information -- 10. Answering questions in tests and examinations -- 11. Writing a dissertation, long essay, term paper, project report or thesis -- 12. Writing letters and applications -- 13. Your computer as an aid to writing -- 14. What is the point? A quick guide to punctuation -- 15. Spelling check.

Belmont, W. & Sharkey, M. (2006). *The easy writer: Formal writing for academic purposes*. Frenchs Forest, NSW: Pearson Longman.

This text provides simple explanations of grammar, composition and argumentation, coupled with examples of common university styles of writing and extensive exercises suitable for students to work in both directed teaching and self-paced learning. The specific goal of the text is the encouragement of competent formal writing ability, through exposure to examples of good Australian formal style and a sufficient number of exercises for daily and weekly practice.

Crème, P. & Lea, M. R. (1997). *Writing at university: a guide for students*. Buckingham: Open University Press.

Writing at University provides a deeper understanding of what writing at university is all about, with useful methods and approaches to give you more control over your academic writing. The book explores both traditional essay and other kinds of writing that you will need to do as part of your studies. You are encouraged to build upon your existing abilities as a writer through applying practical tasks to your own work.

Germov, J. (2000). *Get great marks for your essays* (2nd ed.). Crow's Nest, NSW: Allen & Unwin.

Contents: Introduction. What this book can do for you -- 1. First things first : being an academic detective -- 2. The rules of the essay writing game -- 3. We need a plan -- 4. The art of analysis -- 5. Muckraking : how to find what you need -- 6. Untangling the web -- 7. Making sense of it all : effective reading and note taking -- 8. Doing essay drafts -- 9. Essay marks : the unwritten rules of academic writing -- 10. Wright it right : handling the nitty-gritty -- 11. Referencing demystified -- 12. Other types of writing -- 13. The end . . . or just the beginning?

Greetham, B. (2001). *How to write better essays*. New York: Palgrave.

This book carefully tackles each stage of essay writing from interpretation of the question, to the research, planning, writing and revision, teaching students not just how to improve their study skills, but their thinking skills too. **Contents:** Introduction; The Stages; Stage One: Interpretation of the Question; Stage Two: Research; Stage Three: Planning; Stage Four: Writing; Stage Five: Revision

Grellier, J. & Goerke, V. (2006). *Communication skills toolkit: Unlocking the secrets of tertiary success*. South Melbourne, Vic: Thomson/Social Science Press.

Contents: Section 1. Transition to tertiary studies: 1. Making the transition -- 2. Developing effective study skills -- Section 2. Research skills: 3. Identifying appropriate resources -- 4. Evaluating your resources -- 5. Referencing -- Section 3. Academic writing: 6. Approaches to writing -- 7. Reflective writing -- 8. Report writing -- 9. Academic essay writing -- 10. Other tertiary genres -- Section 4. Refining your writing: 11. Two principles of good academic writing -- 12. Grammar, punctuation and spelling -- Section 5. Face-to-face communication: 13. Interpersonal skills -- 14. Intercultural communication -- 15. Teamwork -- 16. Oral presentations.

Levin, P. (2004). *Write great essays: Reading and essay writing for undergraduates and taught postgraduates*. Maidenhead: Open University Press.

www.student-friendly-guides.com

A partial view of the book is available at [Google Book Search](#).

McLaren, S. (1997). *Easy writer*. Glebe, NSW: Pascal Press

Easy Writer is a comprehensive guide to writing better essays and reports, whether you are a complete beginner or just wishing to fine tune your writing skills. Easy Writer includes sections on planning your essays and reports, improving your use of language, quoting and overcoming writer's block. The comprehensive guide to referencing includes gathering and citing material from electronic sources such as the Internet.

Neville, C. (2007). *The complete guide to referencing and avoiding plagiarism*. New York: Open University Press.

Contents: 1. Referencing -- 2. Why reference? -- 3. What, when and how to reference -- 4. Plagiarism -- 5. Referencing styles -- 6. Harvard style of referencing -- 7. American Psychological Association (APA) and Modern Languages Association (MLA) referencing styles -- 8. Numerical referencing styles -- 9. Frequently asked questions -- 10. Referencing in action: example references -- Appendix 1. Answers to the quiz on understanding when to reference -- Appendix 2. Plagiarism quiz answers -- Appendix 3. Exercise: Is it plagiarism? -- 4. How can theories of managing change be applied in life planning?

Soles, D. (2005). *The academic essay: How to plan, draft, revise, and write essays*. Somerset, UK: Studymates.

A guide to all the stages of writing an academic essay: gathering, evaluating and organising information; writing effective introductions and concluding paragraphs; and revising and editing. It includes examples of paragraphs and a helpful analysis of them as a guide.

<http://www.studymates.co.uk>

Young, A. R., & Strauch, A. O. (2006). *Nitty gritty grammar: Sentence essentials for writers*. New York: Cambridge University Press.

Nitty Gritty Grammar focuses specifically on crucial grammar issues such as sentence fragments, verb tenses and correct use of articles. It encourages students to observe grammar structures used in sample texts before they are presented with the formal rules. This edition offers more practice exercises, thematically-based chapters and updated readings.

Warburton, N. (2006). *The basics of essay writing*. New York: Routledge.

Contents: What's the point? -- Start writing -- Answer the question -- Research and planning -- Make a case -- Beginnings, middles, ends -- Plagiarism, quotation, reference -- The craft of writing -- Exam essays -- How to improve your essay writing.

Zilm, G. & Entwistle C. (Eds). (2002). *The smart way: An introduction to writing for nurses* (2nd ed.). Toronto: W.B. Saunders.

Contents: 1. The smart elements of communication -- 2. The writing process -- 3. Common errors in writing -- 4. References and bibliographies -- 5. Final rungs of the writing process -- 6. Smart ways for other routes in nursing.

2. Study skill texts available

Cottrell, Stella. (2003). *The study skills handbook* (2nd ed.). Basingstoke: Palgrave Macmillan.

1. Preparing for university -- 2. Identifying your skills -- 3. Intelligence and learning -- 4. The C.R.E.A.M. (creative, reflective, effective, active, motivated) strategy for learning -- 5. Working with others -- . Research skills -- 7. Writing for university -- 8. Developing your writing -- 9. Projects, dissertations, reports and case studies -- 10. Critical analytical thinking -- 11. Memory -- 12. Revision and exams -- 13. Planning your next move.

Hoult, E. (2006). *Learning support: A guide for mature students*. London: SAGE.

Contents: 1. Why are you doing this? -- 2. Intelligence and ability -- 3. How do you learn most effectively? -- 4. Confidence and personality -- 5. The physical dimension to learning -- 6. How did you get here? -- 7. What sort of student are you? 8. Putting effective learning into practice -- 9. Staying the course: the resilient learner in action.

Marshall, L. & Rowland, F. (1998). *A guide to learning independently* (3rd ed.). Melbourne: Addison Wesley Longman.

This best-selling book provides students with the skills and confidence to succeed at study. It empowers students to develop and learn so they become informed and independent learners. *A Guide to Learning Independently* will change the way you think about learning and transform the ways in which you learn and study.

Mason-Whitehead, E. & Mason, T. (2008). *Study skills for nurses* (2nd ed.). London: SAGE.

Contents: 1. Introduction -- 2. How to manage time effectively -- 3. Technology for nurses -- 4. Managing literature and related material -- 5. Assignment writing -- 6. Referencing -- 7. Passing examinations and other theoretical assessments -- 8. Theory and practice -- 9. Students with special needs -- 10. Reflection -- 11. Personal and professional development.

Talbot, C. J. (2007). *Studying at a distance: A guide for students* (2nd ed.). New York : Open University Press/McGraw Hill.

Contents: Introduction -- 1. Preparing for distance learning -- 2. Know yourself as a learner -- 3. Practicalities of studying -- 4. Getting support -- 5. E-learning -- 6. Resources for studying -- 7. Reading and note-making -- 8. Essays and written examinations -- 9. Other forms of learning and assessment -- 10. Doing a research project.

Wallace, A., Schirato, T. & Bright, P. (1999). *Beginning university: Thinking, researching and writing for success*. St Leonards, NSW: Allen & Unwin.

Beginning University shows you how to develop the skills you need in order to succeed at university and later on. The authors explain how to think critically, create an argument and present your ideas well both in writing and in oral presentations. They show you how to read effectively and take good notes, and how to plan your work. They also look at how to get the most out of your lectures and tutorials, and give you handy research tips.