

ED13620 / AD13620 Key Skills for University / Sgiliau Allweddol i Brifysgol

[View Online](#)

The module will begin with an outline of the key study skills that students will be required to develop. These will include referencing, essay writing, using academic sources, time management, critical evaluation, and examination technique. The module will equally focus on key transferable skills including group working, leadership, and communication, which will link to students' PDP and career planning.

Mi fydd y modiwl hwn yn dechrau gydag amlinelliad o'r sgiliau allweddol y bydd angen i fyfyrwr ddatblygu yn ystod eu cyfnod yn y brifysgol. Mi fydd y rhain yn cynnwys cyfeirnodï,ysgrifennu traethodau, defnyddio ffynonellau academaidd, rheoli amser, gwerthuso'n gritigol a dulliau adolygu ar gyfer yr arholiadau. Yn ogystal, mi fydd y modiwl yn canolbwyntio ar sgiliau trosglwyddadwy allweddol sy'n cynnwys gweithio mewn grwp, arweinyddiaeth a chyfathrebu fydd yn cysylltu â PDP myfyrwyr a chynllunio ar gyfer gyrfa.

[1]

Adair, J.E. 2009. Effective communication: the most important management skill of all. Pan.

[2]

Adair, J.E. 1998. Effective leadership: how to develop leadership skills. Pan.

[3]

Andrea Mueller and Thomas Fleming 2001. Cooperative Learning: Listening to How Children Work at School. The Journal of Educational Research. 94, 5 (2001), 259-265.

[4]

Barrass, R. 2002. Study!: a guide to effective learning, revision, and examination techniques. Routledge.

[5]

Belbin, R.M. 2010. Management teams: why they succeed or fail. Butterworth-Heinemann.

[6]

Belbin, R.M. et al. 2023. Team roles at work. Routledge.

[7]

Bolton, G. 2010. Reflective practice: writing and professional development. SAGE Publications.

[8]

Brandler, S. and Roman, C.P. 1999. Group work: skills and strategies for effective interventions. Haworth Press.

[9]

Brown, A. 2017. Groupwork. Routledge.

[10]

Burns, T. and Sinfield, S. 2012. Essential study skills: the complete guide to success at university. SAGE.

[11]

Buzan, T. et al. 2011. Buzan's study skills: mind maps, memory techniques, speed reading. BBC Active.

[12]

Chaudron, D. 2002. No more darn buzzwords: keys to successful organized change. Organized Change Publications.

[13]

Clayton, M. and Hailstone, P. 2009. The management models pocketbook. Management Pocketbooks.

[14]

Collis, B. 1998. www-based environments for collaborative group work. Education and Information Technologies. 3, 3/4 (1998), 231-245.
DOI:<https://doi.org/10.1023/A:1009697415029>.

[15]

Connelly, J. and Forsyth, P.B. 2010. The study skills guide: essential strategies for smart students. Kogan Page.

[16]

Cottrell, S. 2011. Critical thinking skills: developing effective analysis and argument. Palgrave Macmillan.

[17]

Cottrell, S. 2021. Skills for success: personal development and employability. Red Globe Press.

[18]

Cottrell, S. 2007. The exam skills handbook: achieving peak performance. Palgrave Macmillan.

[19]

Cottrell, S. 2024. The study skills handbook. Bloomsbury Academic.

[20]

Craswell, G. and Poore, M. 2012. Writing for academic success. SAGE.

[21]

Creme, P. and Lea, M.R. 2008. Writing at university: a guide for students. Open University Press.

[22]

Creme, P. and Lea, M.R. 2008. Writing at university: a guide for students. Open University Press.

[23]

De Bono, E. 2000. Six thinking hats. Penguin Books.

[24]

Douglas, T. 2000. Basic groupwork. Routledge.

[25]

Drew, S. and Bingham, R. 2010. The guide to learning and study skills: for higher education and at work. Gower.

[26]

Drew, S. and Bingham, R. 2001. The student skills guide. Gower.

[27]

Dunne, E. et al. 1990. Talking and learning in groups. Routledge.

[28]

Eales-Reynolds, L.-J. et al. 2013. Critical thinking skills for education students. Learning Matters.

[29]

Frey, N. et al. 2009. Productive group work: how to engage students, build teamwork, and promote understanding. ASCD.

[30]

Gillet, A. et al. 2009. Writing academic essays. Pearson Education.

[31]

Godfrey, J. 2009. How to use your reading in your essays. Palgrave Macmillan.

[32]

Godwin, J. 2014. Planning your essay. Palgrave Macmillan.

[33]

Greetham, B. 2013. How to write better essays. Palgrave Macmillan.

[34]

Hargie, O. 2006. The handbook of communication skills. Routledge.

[35]

Hargreaves, S. 2012. Study skills for students with dyslexia. SAGE.

[36]

Harrison, M. et al. 2012. Improve your grammar. Palgrave Macmillan.

[37]

Hills, H. Team-based learning. Gower.

[38]

Johnson, D.W. et al. 1994. The new circles of learning: cooperation in the classroom and school. Association for Supervision and Curriculum Development.

[39]

Judge, B. 2009. Critical thinking skills for education students. Learning Matters.

[40]

Kennedy, J. 2005. Study skills: maximise your time to pass exams. Studymates.

[41]

Levin, P. 2007. Skilful time management!. Open University Press.

[42]

Lowes, R. et al. 2004. The international student's guide: studying in English at university. SAGE.

[43]

Manor, O. 2000. Choosing a groupwork approach: an inclusive stance. Jessica Kingsley

Publishers.

[44]

McCarthy, P. and Hatcher, C. 2002. Presentation skills: the essential guide for students. SAGE.

[45]

McDonald, E.S. and Hershman, D.M. 2010. Classrooms that spark!: recharge and revive your teaching. Jossey-Bass.

[46]

McIlroy, D. 2005. Exam Success. Sage Publications.

[47]

McIlroy, D. 2003. Studying @ university: how to be a successful student. SAGE.

[48]

McMillan, K. 2012. How to write essays and assignments. Pearson?

[49]

McMillan, K. et al. 2012. The study skills book. Pearson.

[50]

Metcalfe, M. 2006. Reading critically at university. SAGE.

[51]

Moon, J.A. 2004. A handbook of reflective and experiential learning: theory and practice.

RoutledgeFalmer.

[52]

Moore, S. 2010. The ultimate study skills handbook. McGraw-Hill/Open University Press.

[53]

Osmond, A. 2013. Academic writing and grammar for students. SAGE.

[54]

Patricia Prendiville 1995. Developing facilitation skills. Combat Poverty Agency.

[55]

Payne, E. and Whittaker, L. 2006. Developing essential study skills. FT Prentice Hall.

[56]

Pears, R. and Shields, G.J. 2010. Cite them right: the essential referencing guide. Palgrave Macmillan.

[57]

Preston-Shoot, M. and British Association of Social Workers 2007. Effective groupwork. Palgrave Macmillan.

[58]

Price, G. and Maier, P. 2007. Effective study skills. Pearson Longman.

[59]

Pritchard, A. 2008. Studying and learning at university: vital skills for success in your degree. SAGE.

[60]

Race, P. 2007. How to get a good degree: making the most of your time at university. Open University Press.

[61]

Richardson, L. and McBryde-Wilding, H. 2009. Information skills for education students. Learning Matters.

[62]

Schimmel, C. et al. 2015. Group Counseling: Strategies and Skills. Cengage Learning, Inc.

[63]

Schuman, S. 2010. The handbook for working with difficult groups: how they are difficult, why they are difficult and what you can do about it. Jossey-Bass.

[64]

Slavin, R.E. 2000. Cooperative learning: theory, research, and practice. Allyn and Bacon.

[65]

Tuckman, B.W. 1965. Developmental sequence in small groups. Psychological Bulletin. 63, 6 (1965), 384-399.

[66]

Tuckman, B.W. and Jensen, M.A.C. 1977. Stages of Small-Group Development Revisited. Group & Organization Management. 2, 4 (Dec. 1977), 419-427.

[67]

Tudor, K. and ebrary, Inc 1999. Group counselling. Sage Publications.

[68]

Van Emden, J. and Becker, L.M. 2010. Presentation skills for students. Palgrave Macmillan.

[69]

Westberg, J. 1996. Fostering Learning in Small Groups: A Practical Guide. Springer Publishing Co Inc.

[70]

Wheelan, S.A. 2009. Group Size, Group Development, and Group Productivity. Small Group Research. 40, 2 (Jan. 2009), 247–262. DOI:<https://doi.org/10.1177/1046496408328703>.

[71]

Widdicombe, C. 2000. Meetings that work: a practical guide to teamworking in groups. Lutterworth.

[72]

Williams, K. 2009. Getting critical. Palgrave Macmillan.

[73]

Williams, K. 2014. Getting critical. Palgrave Macmillan.

[74]

Williams, K. et al. 2012. Reflective writing. Palgrave Macmillan.