

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 cyfeirnod, 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 myfyrwr a chynllunio ar gyfer gyrfa.

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

Adair, J. E. (2009). *Effective communication: the most important management skill of all* ([Rev. ed.]). Pan.

Andrea Mueller and Thomas Fleming. (2001). Cooperative Learning: Listening to How Children Work at School. *The Journal of Educational Research*, 94(5), 259-265.
http://www.jstor.org/stable/27542333?seq=1#page_scan_tab_contents

Barrass, R. (2002). *Study!: a guide to effective learning, revision, and examination techniques* (2nd ed). Routledge.

Belbin, R. M. (2010). *Management teams: why they succeed or fail* (3rd ed). Butterworth-Heinemann.

Belbin, R. M., Brown, V., & Belbin, R. M. (2023). *Team roles at work* (Third edition). Routledge.

Bolton, G. (2010). *Reflective practice: writing and professional development* (3rd ed). SAGE Publications.

Brandler, S., & Roman, C. P. (1999). *Group work: skills and strategies for effective*

interventions: Vol. Haworth social work practice in action (2nd ed). Haworth Press.

Brown, A. (2017). Groupwork. Routledge.

https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912353880002418&institutionId=2418&customerId=2415

Burns, T., & Sinfield, S. (2012). Essential study skills: the complete guide to success at university: Vol. SAGE study skills (3rd ed). SAGE.

Buzan, T., Buzan, T., & Harrison, J. (2011). Buzan's study skills: mind maps, memory techniques, speed reading. BBC Active.

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

Clayton, M., & Hailstone, P. (2009). The management models pocketbook. Management Pocketbooks.

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

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

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

Cottrell, S. (2011). Critical thinking skills: developing effective analysis and argument: Vol. Palgrave study skills (2nd ed). Palgrave Macmillan.
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253290002418&institutionId=2418&customerId=2415

Cottrell, S. (2021). Skills for success: personal development and employability. Red Globe Press.
https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=5495200600002418&institutionId=2418&customerId=2415

Cottrell, S. (2024). The study skills handbook (Sixth edition). Bloomsbury Academic.
<https://www.vlebooks.com/product/openreader?id=AberystUni&acId=8661456&isbn=9781350421288>

Craswell, G., & Poore, M. (2012). Writing for academic success: Vol. SAGE study skills (2nd ed). SAGE.

Creme, P., & Lea, M. R. (2008a). Writing at university: a guide for students (3rd ed). Open University Press.
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233180002418&institutionId=2418&customerId=2415

Creme, P., & Lea, M. R. (2008b). Writing at university: a guide for students (3rd ed). Open

University Press.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253180002418&institutionId=2418&customerId=2415

De Bono, E. (2000). Six thinking hats (Revised and updated [edition]). Penguin Books.

Douglas, T. (2000). Basic groupwork (2nd ed). Routledge.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253150002418&institutionId=2418&customerId=2415

Drew, S., & Bingham, R. (2001). The student skills guide (2nd ed). Gower.

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

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039314900002418&institutionId=2418&customerId=2415

Dunne, E., Bennett, N., & Leverhulme Primary Project. (1990). Talking and learning in groups: Vol. Leverhulme primary project classroom skills. Routledge.

Eales-Reynolds, L.-J., Judge, B., Jones, P., & McCreery, E. (2013). Critical thinking skills for education students: Vol. Study skills in education (Second edition). Learning Matters.

Frey, N., Fisher, D., & Everlove, S. (2009). Productive group work: how to engage students, build teamwork, and promote understanding. ASCD.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449380002418&institutionId=2418&customerId=2415

Gillet, A., Hammond, A., & Martala-Lockett, M. (2009). Writing academic essays: Vol. Inside track. Pearson Education.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253250002418&institutionId=2418&customerId=2415

Godfrey, J. (2009). How to use your reading in your essays: Vol. Palgrave study guides. Palgrave Macmillan.

Godwin, J. (2014). Planning your essay: Vol. Pocket study skills (Second edition). Palgrave Macmillan.

Greetham, B. (2013). How to write better essays: Vol. Palgrave study guides (3rd ed). Palgrave Macmillan.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037241930002418&institutionId=2418&customerId=2415

Hargie, O. (2006). The handbook of communication skills (3rd ed). Routledge.

Hargreaves, S. (2012). Study skills for students with dyslexia: Vol. Sage study skills (2nd ed). SAGE.

Harrison, M., Jakeman, V., & Paterson, K. (2012). Improve your grammar: Vol. Palgrave study skills. Palgrave Macmillan.

Hills, H. (n.d.). Team-based learning. Gower.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037263170002418&institutionId=2418&customerId=2415

Johnson, D. W., Johnson, R. T., & Holubec, E. J. (1994). The new circles of learning: cooperation in the classroom and school. Association for Supervision and Curriculum Development.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233130002418&institutionId=2418&customerId=2415

Judge, B. (2009). Critical thinking skills for education students: Vol. Study skills in education. Learning Matters.

Kennedy, J. (2005). Study skills: maximise your time to pass exams: Vol. In focus (Studymates). Studymates.

Levin, P. (2007). Skilful time management! Vol. Student-friendly guides. Open University Press.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037306420002418&institutionId=2418&customerId=2415

Lowes, R., Peters, H., Turner, M. C., & ebrary, Inc. (2004). The international student's guide: studying in English at university: Vol. Sage study skills [Electronic resource]. SAGE. <http://site.ebrary.com/lib/aber/Doc?id=10218078>

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

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

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253170002418&institutionId=2418&customerId=2415

McDonald, E. S., & Hershman, D. M. (2010). Classrooms that spark!: recharge and revive your teaching (2nd ed). Jossey-Bass.

McIlroy, D. (2003). Studying @ university: how to be a successful student: Vol. Sage essential study skills. SAGE.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253230002418&institutionId=2418&customerId=2415

McIlroy, D. (2005). Exam Success: Vol. Sage essential study skills. Sage Publications.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253210002418&institutionId=2418&customerId=2415

McMillan, K. (2012). How to write essays and assignments: Vol. Smarter study skills (2nd ed). Pearson?

McMillan, K., Weyers, J. D. B., & McMillan, K. (2012). The study skills book: Vol. Smarter study skills (3rd ed) [Electronic resource]. Pearson.

<http://www.vlebooks.com/vleweb/product/openreader?id=AberystUni&isbn=97802737733>

Metcalfe, M. (2006). Reading critically at university: Vol. Sage study skills. SAGE.

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

Moore, S. (2010). The ultimate study skills handbook [Electronic resource].

McGraw-Hill/Open University Press.

https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912327390002418&institutionId=2418&customerId=2415

Osmond, A. (2013). Academic writing and grammar for students: Vol. Sage study skills. SAGE.

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

http://www.combatpoverty.ie/publications/DevelopingFacilitationSkills_2008.pdf

Payne, E., & Whittaker, L. (2006). Developing essential study skills (2nd ed). FT Prentice Hall.

Pears, R., & Shields, G. J. (2010). Cite them right: the essential referencing guide: Vol. Palgrave study skills (8th edition). Palgrave Macmillan.

Preston-Shoot, M. & British Association of Social Workers. (2007). Effective groupwork (2nd ed). Palgrave Macmillan.

Price, G., & Maier, P. (2007). Effective study skills. Pearson Longman.

Pritchard, A. (2008). Studying and learning at university: vital skills for success in your degree [Electronic resource]. SAGE.

https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912515570002418&institutionId=2418&customerId=2415

Race, P. (2007). How to get a good degree: making the most of your time at university (2nd ed). Open University Press.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233170002418&institutionId=2418&customerId=2415

Richardson, L., & McBryde-Wilding, H. (2009). Information skills for education students: Vol. Study skills in education. Learning Matters.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037306520002418&institutionId=2418&customerId=2415

Schimmel, C., Jacobs, E., Harvill, R. L., & Masson, R. L. (2015). Group Counseling: Strategies and Skills (8 ed). Cengage Learning, Inc.

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: Vol. The Jossey-Bass

business&management series (1st ed). Jossey-Bass.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039387410002418&institutionId=2418&customerId=2415

Slavin, R. E. (2000). Cooperative learning: theory, research, and practice (2. ed., [Nachdr.]). Allyn and Bacon.

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

<https://search.proquest.com/docview/614353032/F34A7D50FB804C9DPQ/2?accountid=14783>

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

<https://contentstore.cla.co.uk/secure/link?id=0a606429-5e07-e811-80cd-005056af4099>

Tudor, K. & ebrary, Inc. (1999). Group counselling: Vol. Professional skills for counsellors [Electronic resource]. Sage Publications. <http://site.ebrary.com/lib/aber/Doc?id=10372278>

Van Emden, J., & Becker, L. M. (2010). Presentation skills for students: Vol. Palgrave study skills (2nd ed). Palgrave Macmillan.

Westberg, J. (1996). Fostering Learning in Small Groups: A Practical Guide: Vol. Springer Series on Medical Education. Springer Publishing Co Inc.

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449390002418&institutionId=2418&customerId=2415

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

Widdicombe, C. (2000). Meetings that work: a practical guide to teamworking in groups ([2nd ed.]). Lutterworth.

Williams, K. (2009). Getting critical: Vol. Pocket study skills. Palgrave Macmillan.

Williams, K. (2014). Getting critical: Vol. Pocket study skills (Second edition). Palgrave Macmillan.

Williams, K., Woolliams, M., & Spiro, J. (2012). Reflective writing: Vol. Pocket study skills. Palgrave Macmillan.