

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.

@book{Adair_1998, address={London}, title={Effective leadership: how to develop leadership skills}, publisher={Pan}, author={Adair, John Eric}, year={1998} }

@book{Adair_2009, address={London}, edition={[Rev. ed.]}, title={Effective communication: the most important management skill of all}, publisher={Pan}, author={Adair, John Eric}, year={2009} }

@article{Andrea Mueller and Thomas Fleming_2001, title={Cooperative Learning: Listening to How Children Work at School}, volume={94}, url={http://www.jstor.org/stable/27542333?seq=1#page_scan_tab_contents}, number={5}, journal={The Journal of Educational Research}, author={Andrea Mueller and Thomas Fleming}, year={2001}, pages={259-265} }

@book{Barrass_2002, address={London}, edition={2nd ed}, title={Study!: a guide to effective learning, revision, and examination techniques}, publisher={Routledge}, author={Barrass, Robert}, year={2002} }

@book{Belbin_2010, address={Amsterdam}, edition={3rd ed}, title={Management teams: why they succeed or fail}, publisher={Butterworth-Heinemann}, author={Belbin, R. M.}, year={2010} }

@book{Belbin_Brown_Belbin_2023, address={London}, edition={Third edition},

title={Team roles at work}, publisher={Routledge}, author={Belbin, Raymond Meredith and Brown, Victoria and Belbin, Raymond Meredith}, year={2023} }

@book{Bolton_2010, address={Thousand Oaks, CA}, edition={3rd ed}, title={Reflective practice: writing and professional development}, publisher={SAGE Publications}, author={Bolton, Gillie}, year={2010} }

@book{Brandler_Roman_1999, address={New York}, edition={2nd ed}, title={Group work: skills and strategies for effective interventions}, volume={Haworth social work practice in action}, publisher={Haworth Press}, author={Brandler, Sondra and Roman, Camille P.}, year={1999} }

@book{Brown_2017, address={London}, title={Groupwork}, url={https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912353880002418&institutionId=2418&customerId=2415}, publisher={Routledge}, author={Brown, Allan}, year={2017} }

@book{Burns_Sinfield_2012, address={Los Angeles, [Calif.]}, edition={3rd ed}, title={Essential study skills: the complete guide to success at university}, volume={SAGE study skills}, publisher={SAGE}, author={Burns, Tom and Sinfield, Sandra}, year={2012} }

@book{Buzan_Buzan_Harrison_2011, address={Harlow}, title={Buzan's study skills: mind maps, memory techniques, speed reading}, publisher={BBC Active}, author={Buzan, Tony and Buzan, Tony and Harrison, James}, year={2011} }

@book{Chaudron_2002, address={San Diego, CA}, edition={First editon}, title={No more darn buzzwords: keys to successful organized change}, publisher={Organized Change Publications}, author={Chaudron, David}, year={2002} }

@book{Clayton_Hailstone_2009, address={Alresford}, title={The management models pocketbook}, publisher={Management Pocketbooks}, author={Clayton, Mike and Hailstone, Phil}, year={2009} }

@article{Collis_1998, title={www-based envrionments for collaborative group work}, volume={3}, DOI={10.1023/A:1009697415029}, number={3/4}, journal={Education and Information Technologies}, author={Collis, Betty}, year={1998}, pages={231-245} }

@book{Connelly_Forsyth_2010, address={London}, title={The study skills guide: essential strategies for smart students}, publisher={Kogan Page}, author={Connelly, Jacqueline and Forsyth, Patrick B.}, year={2010} }

@book{Cottrell_2007, address={Basingstoke}, title={The exam skills handbook: achieving peak performance}, publisher={Palgrave Macmillan}, author={Cottrell, Stella}, year={2007} }

@book{Cottrell_2011, address={Basingstoke}, edition={2nd ed}, title={Critical thinking skills: developing effective analysis and argument}, volume={Palgrave study skills}, url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253290002418&institutionId=2418&customerId=2415}, publisher={Palgrave Macmillan}, author={Cottrell, Stella}, year={2011} }

@book{Cottrell_2021, address={London}, title={Skills for success: personal development and employability},
url={https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=5495200600002418&institutionId=2418&customerId=2415}, publisher={Red Globe Press}, author={Cottrell, Stella}, year={2021} }

@book{Cottrell_2024, address={London}, edition={Sixth edition}, title={The study skills handbook},
url={<https://www.vlebooks.com/product/openreader?id=AberystUni&acclId=8661456&isbn=9781350421288>}, publisher={Bloomsbury Academic}, author={Cottrell, Stella}, year={2024} }

@book{Craswell_Poore_2012, address={Los Angeles, [Calif.]}, edition={2nd ed}, title={Writing for academic success}, volume={SAGE study skills}, publisher={SAGE}, author={Craswell, Gail and Poore, Megan}, year={2012} }

@book{Creme_Lea_2008a, address={Maidenhead}, edition={3rd ed}, title={Writing at university: a guide for students},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233180002418&institutionId=2418&customerId=2415}, publisher={Open University Press}, author={Creme, Phyllis and Lea, Mary R.}, year={2008} }

@book{Creme_Lea_2008b, address={Maidenhead}, edition={3rd ed}, title={Writing at university: a guide for students},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253180002418&institutionId=2418&customerId=2415}, publisher={Open University Press}, author={Creme, Phyllis and Lea, Mary R.}, year={2008} }

@book{De Bono_2000, address={London}, edition={Revised and updated [edition]}, title={Six thinking hats}, publisher={Penguin Books}, author={De Bono, Edward}, year={2000} }

@book{Douglas_2000, address={London}, edition={2nd ed}, title={Basic groupwork},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253150002418&institutionId=2418&customerId=2415}, publisher={Routledge}, author={Douglas, Tom}, year={2000} }

@book{Drew_Bingham_2001, address={Aldershot}, edition={2nd ed}, title={The student skills guide}, publisher={Gower}, author={Drew, Sue and Bingham, Rosie}, year={2001} }

@book{Drew_Bingham_2010, address={Farnham}, title={The guide to learning and study skills: for higher education and at work},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039314900002418&institutionId=2418&customerId=2415}, publisher={Gower}, author={Drew, Sue and Bingham, Rosie}, year={2010} }

@book{Dunne_Bennett_Leverhulme Primary Project_1990, address={London}, title={Talking and learning in groups}, volume={Leverhulme primary project classroom

skills}, publisher={Routledge}, author={Dunne, Elisabeth and Bennett, Neville and Leverhulme Primary Project}, year={1990} }

@book{Eales-Reynolds_Judge_Jones_McCreery_2013, address={London},
edition={Second edition}, title={Critical thinking skills for education students},
volume={Study skills in education}, publisher={Learning Matters},
author={Eales-Reynolds, Lesley-Jane and Judge, Brenda and Jones, Patrick and McCreery, Elaine}, year={2013} }

@book{Frey_Fisher_Everlove_2009, address={Alexandria, Va}, title={Productive group work: how to engage students, build teamwork, and promote understanding},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449380002418&institutionId=2418&customerId=2415},
publisher={ASCD}, author={Frey, Nancy and Fisher, Douglas and Everlove, Sandi},
year={2009} }

@book{Gillet_Hammond_Martala-Lockett_2009, address={London}, title={Writing academic essays}, volume={Inside track},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253250002418&institutionId=2418&customerId=2415},
publisher={Pearson Education}, author={Gillet, Andy and Hammond, Angela and Martala-Lockett, Mary}, year={2009} }

@book{Godfrey_2009, address={Basingstoke}, title={How to use your reading in your essays}, volume={Palgrave study guides}, publisher={Palgrave Macmillan},
author={Godfrey, Jeanne}, year={2009} }

@book{Godwin_2014, address={Basingstoke, Hampshire}, edition={Second edition},
title={Planning your essay}, volume={Pocket study skills}, publisher={Palgrave Macmillan}, author={Godwin, Janet}, year={2014} }

@book{Greetham_2013, address={Basingstoke}, edition={3rd ed}, title={How to write better essays}, volume={Palgrave study guides},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037241930002418&institutionId=2418&customerId=2415},
publisher={Palgrave Macmillan}, author={Greetham, Bryan}, year={2013} }

@book{Hargie_2006, address={London}, edition={3rd ed}, title={The handbook of communication skills}, publisher={Routledge}, author={Hargie, Owen}, year={2006} }

@book{Hargreaves_2012, address={Los Angeles, [Calif.]}, edition={2nd ed},
title={Study skills for students with dyslexia}, volume={Sage study skills},
publisher={SAGE}, author={Hargreaves, Sandra}, year={2012} }

@book{Harrison_Jakeman_Paterson_2012, address={Basingstoke}, title={Improve your grammar}, volume={Palgrave study skills}, publisher={Palgrave Macmillan},
author={Harrison, Mark and Jakeman, Vanessa and Paterson, Ken}, year={2012} }

@book{Hills, address={Aldershot, Hampshire, England}, title={Team-based learning},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037263170002418&institutionId=2418&customerId=2415},
publisher={Gower}, author={Hills, Howard} }

@book{Johnson_Johnson_Holubec_1994, address={Alexandria, VA}, title={The new circles of learning: cooperation in the classroom and school},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233130002418&institutionId=2418&customerId=2415},
publisher={Association for Supervision and Curriculum Development}, author={Johnson, David W. and Johnson, Roger T. and Holubec, Edythe Johnson}, year={1994} }

@book{Judge_2009, address={Exeter}, title={Critical thinking skills for education students}, volume={Study skills in education}, publisher={Learning Matters},
author={Judge, Brenda}, year={2009} }

@book{Kennedy_2005, address={Taunton}, title={Study skills: maximise your time to pass exams}, volume={In focus (Studymates)}, publisher={Studymates},
author={Kennedy, John}, year={2005} }

@book{Levin_2007, address={Maidenhead, England}, title={Skilful time management!}, volume={Student-friendly guides},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037306420002418&institutionId=2418&customerId=2415},
publisher={Open University Press}, author={Levin, Peter}, year={2007} }

@book{Lowes_Peters_Turner_ebrary, Inc_2004, address={Thousand Oaks, Calif}, title={The international student's guide: studying in English at university}, volume={Sage study skills}, url={<http://site.ebrary.com/lib/aber/Doc?id=10218078>}, publisher={SAGE},
author={Lowes, Ricky and Peters, Helen and Turner, Marie Clare and ebrary, Inc}, year={2004} }

@book{Manor_2000, address={London}, title={Choosing a groupwork approach: an inclusive stance}, publisher={Jessica Kingsley Publishers}, author={Manor, Oded},
year={2000} }

@book{McCarthy_Hatcher_2002, address={London}, title={Presentation skills: the essential guide for students},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253170002418&institutionId=2418&customerId=2415},
publisher={SAGE}, author={McCarthy, Patsy and Hatcher, Caroline}, year={2002} }

@book{McDonald_Hershman_2010, address={San Francisco, Calif}, edition={2nd ed}, title={Classrooms that spark!: recharge and revive your teaching},
publisher={Jossey-Bass}, author={McDonald, Emma S. and Hershman, Dyan M.}, year={2010} }

@book{McIlroy_2003, address={London}, title={Studying @ university: how to be a successful student}, volume={Sage essential study skills},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253230002418&institutionId=2418&customerId=2415},
publisher={SAGE}, author={McIlroy, David}, year={2003} }

@book{McIlroy_2005, address={London}, title={Exam Success}, volume={Sage essential study skills},
url={<http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService>

&package_service_id=3037253210002418&institutionId=2418&customerId=2415},
publisher={Sage Publications}, author={McIlroy, David}, year={2005} }

@book{McMillan_2012, address={Harlow?}, edition={2nd ed}, title={How to write
essays and assignments}, volume={Smarter study skills}, publisher={Pearson?},
author={McMillan, Kathleen}, year={2012} }

@book{McMillan_Weyers_McMillan_2012, address={Harlow}, edition={3rd ed},
title={The study skills book}, volume={Smarter study skills},
url={http://www.vlebooks.com/vleweb/product/openreader?id=AberystUni&isbn=9780273
773344}, publisher={Pearson}, author={McMillan, Kathleen and Weyers, Jonathan D. B.
and McMillan, Kathleen}, year={2012} }

@book{Metcalf_2006, address={London}, title={Reading critically at university},
volume={Sage study skills}, publisher={SAGE}, author={Metcalf, Mike}, year={2006}
}

@book{Moon_2004, address={London}, title={A handbook of reflective and experiential
learning: theory and practice}, publisher={RoutledgeFalmer}, author={Moon, Jennifer
A.}, year={2004} }

@book{Moore_2010, address={Maidenhead}, title={The ultimate study skills
handbook},
url={https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=4912327390002418&institutionId=2418&customerId
=2415}, publisher={McGraw-Hill/Open University Press}, author={Moore, Sarah},
year={2010} }

@book{Osmond_2013, address={London}, title={Academic writing and grammar for
students}, volume={Sage study skills}, publisher={SAGE}, author={Osmond, Alex},
year={2013} }

@misc{Patricia Prendiville_1995, address={Dublin}, title={Developing facilitation skills},
url={http://www.combatpoverty.ie/publications/DevelopingFacilitationSkills_2008.pdf},
publisher={Combat Poverty Agency}, author={Patricia Prendiville}, year={1995} }

@book{Payne_Whittaker_2006, address={Harlow, England}, edition={2nd ed},
title={Developing essential study skills}, publisher={FT Prentice Hall}, author={Payne,
Elaine and Whittaker, Lesley}, year={2006} }

@book{Pears_Shields_2010, address={Basingstoke}, edition={8th edition}, title={Cite
them right: the essential referencing guide}, volume={Palgrave study skills},
publisher={Palgrave Macmillan}, author={Pears, Richard and Shields, Graham J.},
year={2010} }

@book{Preston-Shoot_British Association of Social Workers_2007,
address={Basingstoke}, edition={2nd ed}, title={Effective groupwork},
publisher={Palgrave Macmillan}, author={Preston-Shoot, Michael and British Association
of Social Workers}, year={2007} }

@book{Price_Maier_2007, address={Harlow}, title={Effective study skills},

`publisher={Pearson Longman}, author={Price, Geraldine and Maier, Pat}, year={2007} }`

`@book{Pritchard_2008, address={London}, title={Studying and learning at university:
vital skills for success in your degree},
url={https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=4912515570002418&institutionId=2418&customerId
=2415}, publisher={SAGE}, author={Pritchard, Alan}, year={2008} }`

`@book{Race_2007, address={Maidenhead}, edition={2nd ed}, title={How to get a good
degree: making the most of your time at university},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=3037233170002418&institutionId=2418&customerId=2415},
publisher={Open University Press}, author={Race, Philip}, year={2007} }`

`@book{Richardson_McBryde-Wilding_2009, address={Exeter}, title={Information skills
for education students}, volume={Study skills in education},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=3037306520002418&institutionId=2418&customerId=2415},
publisher={Learning Matters}, author={Richardson, Lloyd and McBryde-Wilding,
Heather}, year={2009} }`

`@book{Schimmel_Jacobs_Harvill_Masson_2015, address={Mason, OH}, edition={8 ed},
title={Group Counseling: Strategies and Skills}, publisher={Cengage Learning, Inc},
author={Schimmel, Christine and Jacobs, Ed and Harvill, Riley L. and Masson, Robert L.},
year={2015} }`

`@book{Schuman_2010, address={San Francisco, Calif}, edition={1st ed}, title={The
handbook for working with difficult groups: how they are difficult, why they are difficult
and what you can do about it}, volume={The Jossey-Bass business&management series},
url={http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=3039387410002418&institutionId=2418&customerId=2415},
publisher={Jossey-Bass}, author={Schuman, Sandy}, year={2010} }`

`@book{Slavin_2000, address={Boston [u.a.]}, edition={2. ed., [Nachdr.]},
title={Cooperative learning: theory, research, and practice}, publisher={Allyn and
Bacon}, author={Slavin, Robert E.}, year={2000} }`

`@article{Tuckman_Jensen_1977, title={Stages of Small-Group Development Revisited},
volume={2},
url={https://contentstore.cla.co.uk/secure/link?id=0a606429-5e07-e811-80cd-005056af40
99}, number={4}, journal={Group & Organization Management}, author={Tuckman, B.
W. and Jensen, M. A. C.}, year={1977}, month={Dec}, pages={419-427} }`

`@article{Tuckman_1965, title={Developmental sequence in small groups.},
volume={63},
url={https://search.proquest.com/docview/614353032/F34A7D50FB804C9DPQ/2?accounti
d=14783}, number={6}, journal={Psychological Bulletin}, author={Tuckman, Bruce W.},
year={1965}, pages={384-399} }`

`@book{Tudor_ebrary, Inc_1999, address={London}, title={Group counselling},`

volume={Professional skills for counsellors},
url={<http://site.ebrary.com/lib/aber/Doc?id=10372278>}, publisher={Sage Publications},
author={Tudor, Keith and ebrary, Inc}, year={1999} }

@book{Van_Emden_Becker_2010, address={Houndmills, Basingstoke, Hampshire},
edition={2nd ed}, title={Presentation skills for students}, volume={Palgrave study
skills}, publisher={Palgrave Macmillan}, author={Van Emden, Joan and Becker, Lucinda
M.}, year={2010} }

@book{Westberg_1996, address={New York}, title={Fostering Learning in Small Groups:
A Practical Guide}, volume={Springer Series on Medical Education},
url={[http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService
&package_service_id=3039449390002418&institutionId=2418&customerId=2415](http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449390002418&institutionId=2418&customerId=2415)},
publisher={Springer Publishing Co Inc}, author={Westberg, Jane}, year={1996} }

@article{Wheelan_2009, title={Group Size, Group Development, and Group
Productivity}, volume={40}, DOI={10.1177/1046496408328703}, number={2},
journal={Small Group Research}, author={Wheelan, S. A.}, year={2009}, month={Jan},
pages={247-262} }

@book{Widdicombe_2000, address={Cambridge}, edition={[2nd ed.]}, title={Meetings
that work: a practical guide to teamworking in groups}, publisher={Lutterworth},
author={Widdicombe, Catherine}, year={2000} }

@book{Williams_2009, address={Basingstoke}, title={Getting critical}, volume={Pocket
study skills}, publisher={Palgrave Macmillan}, author={Williams, Kate}, year={2009} }

@book{Williams_2014, address={Basingstoke}, edition={Second edition}, title={Getting
critical}, volume={Pocket study skills}, publisher={Palgrave Macmillan},
author={Williams, Kate}, year={2014} }

@book{Williams_Woolliams_Spiro_2012, address={Basingstoke}, title={Reflective
writing}, volume={Pocket study skills}, publisher={Palgrave Macmillan},
author={Williams, Kate and Woolliams, Mary and Spiro, Jane}, year={2012} }