

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.

1.

Richardson L, McBryde-Wilding H. Information skills for education students [Internet]. Vol. Study skills in education. Exeter: Learning Matters; 2009. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037306520002418&institutionId=2418&customerId=2415

2.

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

3.

Connelly J, Forsyth PB. The study skills guide: essential strategies for smart students. London: Kogan Page; 2010.

4.

Cottrell S. Skills for success: personal development and employability [Internet]. London: Red Globe Press; 2021. Available from:
https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=5495200600002418&institutionId=2418&customerId=2415

5.

Drew S, Bingham R. The guide to learning and study skills: for higher education and at work [Internet]. Farnham: Gower; 2010. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039314900002418&institutionId=2418&customerId=2415

6.

Drew S, Bingham R. The student skills guide. 2nd ed. Aldershot: Gower; 2001.

7.

Burns T, Sinfield S. Essential study skills: the complete guide to success at university. 3rd ed. Vol. SAGE study skills. Los Angeles, [Calif.]: SAGE; 2012.

8.

Cottrell S. The study skills handbook [Internet]. Sixth edition. London: Bloomsbury Academic; 2024. Available from:
<https://www.vlebooks.com/product/openreader?id=AberystUni&acId=8661456&isbn=9781350421288>

9.

Hargreaves S. Study skills for students with dyslexia. 2nd ed. Vol. Sage study skills. Los Angeles, [Calif.]: SAGE; 2012.

10.

Lowes R, Peters H, Turner MC, ebrary, Inc. The international student's guide: studying in English at university [Internet]. Vol. Sage study skills. Thousand Oaks, Calif: SAGE; 2004. Available from: <http://site.ebrary.com/lib/aber/Doc?id=10218078>

11.

Moore S. The ultimate study skills handbook [Internet]. Maidenhead: McGraw-Hill/Open University Press; 2010. Available from:
https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912327390002418&institutionId=2418&customerId=2415

12.

McIlroy D. Studying @ university: how to be a successful student [Internet]. Vol. Sage essential study skills. London: SAGE; 2003. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253230002418&institutionId=2418&customerId=2415

13.

McMillan K, Weyers JDB, McMillan K. The study skills book [Internet]. 3rd ed. Vol. Smarter study skills. Harlow: Pearson; 2012. Available from:
<http://www.vlebooks.com/vleweb/product/openreader?id=AberystUni&isbn=9780273773344>

14.

Payne E, Whittaker L. Developing essential study skills. 2nd ed. Harlow, England: FT Prentice Hall; 2006.

15.

Price G, Maier P. Effective study skills. Harlow: Pearson Longman; 2007.

16.

Pritchard A. Studying and learning at university: vital skills for success in your degree [Internet]. London: SAGE; 2008. Available from:

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

17.

Race P. How to get a good degree: making the most of your time at university [Internet]. 2nd ed. Maidenhead: Open University Press; 2007. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233170002418&institutionId=2418&customerId=2415

18.

Levin P. Skilful time management! [Internet]. Vol. Student-friendly guides. Maidenhead, England: Open University Press; 2007. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037306420002418&institutionId=2418&customerId=2415

19.

Osmond A. Academic writing and grammar for students. Vol. Sage study skills. London: SAGE; 2013.

20.

Greetham B. How to write better essays [Internet]. 3rd ed. Vol. Palgrave study guides. Basingstoke: Palgrave Macmillan; 2013. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037241930002418&institutionId=2418&customerId=2415

21.

Craswell G, Poore M. Writing for academic success. 2nd ed. Vol. SAGE study skills. Los Angeles, [Calif.]: SAGE; 2012.

22.

Creame P, Lea MR. Writing at university: a guide for students [Internet]. 3rd ed. Maidenhead: Open University Press; 2008. Available from:

http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233180002418&institutionId=2418&customerId=2415

23.

Harrison M, Jakeman V, Paterson K. Improve your grammar. Vol. Palgrave study skills. Basingstoke: Palgrave Macmillan; 2012.

24.

Gillet A, Hammond A, Martala-Lockett M. Writing academic essays [Internet]. Vol. Inside track. London: Pearson Education; 2009. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253250002418&institutionId=2418&customerId=2415

25.

Pears R, Shields GJ. Cite them right: the essential referencing guide. 8th edition. Vol. Palgrave study skills. Basingstoke: Palgrave Macmillan; 2010.

26.

Bolton G. Reflective practice: writing and professional development. 3rd ed. Thousand Oaks, CA: SAGE Publications; 2010.

27.

Moon JA. A handbook of reflective and experiential learning: theory and practice. London: RoutledgeFalmer; 2004.

28.

Williams K, Woolliams M, Spiro J. Reflective writing. Vol. Pocket study skills. Basingstoke: Palgrave Macmillan; 2012.

29.

Godwin J. Planning your essay. Second edition. Vol. Pocket study skills. Basingstoke, Hampshire: Palgrave Macmillan; 2014.

30.

McMillan K. How to write essays and assignments. 2nd ed. Vol. Smarter study skills. [Harlow? Pearson?; 2012.

31.

Creme P, Lea MR. Writing at university: a guide for students [Internet]. 3rd ed. Maidenhead: Open University Press; 2008. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253180002418&institutionId=2418&customerId=2415

32.

Godfrey J. How to use your reading in your essays. Vol. Palgrave study guides. Basingstoke: Palgrave Macmillan; 2009.

33.

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

34.

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

35.

McIlroy D. Exam Success [Internet]. Vol. Sage essential study skills. London: Sage Publications; 2005. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253210002418&institutionId=2418&customerId=2415

36.

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

37.

Judge B. Critical thinking skills for education students. Vol. Study skills in education. Exeter: Learning Matters; 2009.

38.

Eales-Reynolds LJ, Judge B, Jones P, McCreery E. Critical thinking skills for education students. Second edition. Vol. Study skills in education. London: Learning Matters; 2013.

39.

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

40.

Metcalfe M. Reading critically at university. Vol. Sage study skills. London: SAGE; 2006.

41.

Williams K. Getting critical. Vol. Pocket study skills. Basingstoke: Palgrave Macmillan; 2009.

42.

Williams K. Getting critical. Second edition. Vol. Pocket study skills. Basingstoke: Palgrave Macmillan; 2014.

43.

Van Emden J, Becker LM. Presentation skills for students. 2nd ed. Vol. Palgrave study skills. Houndmills, Basingstoke, Hampshire: Palgrave Macmillan; 2010.

44.

McCarthy P, Hatcher C. Presentation skills: the essential guide for students [Internet]. London: SAGE; 2002. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253170002418&institutionId=2418&customerId=2415

45.

Belbin RM, Brown V, Belbin RM. Team roles at work. Third edition. London: Routledge; 2023.

46.

Douglas T. Basic groupwork [Internet]. 2nd ed. London: Routledge; 2000. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037253150002418&institutionId=2418&customerId=2415

47.

Chaudron D. No more darn buzzwords: keys to successful organized change. First edition. San Diego, CA: Organized Change Publications; 2002.

48.

Belbin RM. Management teams: why they succeed or fail. 3rd ed. Amsterdam: Butterworth-Heinemann; 2010.

49.

Clayton M, Hailstone P. The management models pocketbook. Alresford: Management Pocketbooks; 2009.

50.

Johnson DW, Johnson RT, Holubec EJ. The new circles of learning: cooperation in the classroom and school [Internet]. Alexandria, VA: Association for Supervision and Curriculum Development; 1994. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037233130002418&institutionId=2418&customerId=2415

51.

Tuckman BW. Developmental sequence in small groups. Psychological Bulletin [Internet]. 1965;63(6):384-99. Available from:
<https://search.proquest.com/docview/614353032/F34A7D50FB804C9DPQ/2?accountid=14783>

52.

Tuckman BW, Jensen MAC. Stages of Small-Group Development Revisited. Group & Organization Management [Internet]. 1977 Dec 1;2(4):419-27. Available from:
<https://contentstore.cla.co.uk/secure/link?id=0a606429-5e07-e811-80cd-005056af4099>

53.

Adair JE. Effective leadership: how to develop leadership skills. London: Pan; 1998.

54.

Adair JE. Effective communication: the most important management skill of all. [Rev. ed.]. London: Pan; 2009.

55.

Brandler S, Roman CP. Group work: skills and strategies for effective interventions. 2nd ed. Vol. Haworth social work practice in action. New York: Haworth Press; 1999.

56.

Widdicombe C. Meetings that work: a practical guide to teamworking in groups. [2nd ed.].

Cambridge: Lutterworth; 2000.

57.

Brown A. Groupwork [Internet]. London: Routledge; 2017. Available from: https://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=4912353880002418&institutionId=2418&customerId=2415

58.

Collis B. www-based environments for collaborative group work. *Education and Information Technologies*. 1998;3(3/4):231-45.

59.

De Bono E. Six thinking hats. Revised and updated [edition]. London: Penguin Books; 2000.

60.

McDonald ES, Hershman DM. Classrooms that spark!: recharge and revive your teaching. 2nd ed. San Francisco, Calif: Jossey-Bass; 2010.

61.

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

62.

Frey N, Fisher D, Everlove S. Productive group work: how to engage students, build teamwork, and promote understanding [Internet]. Alexandria, Va: ASCD; 2009. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449380002418&institutionId=2418&customerId=2415

63.

Hills H. Team-based learning [Internet]. Aldershot, Hampshire, England: Gower; Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3037263170002418&institutionId=2418&customerId=2415

64.

Schimmel C, Jacobs E, Harvill RL, Masson RL. Group Counseling: Strategies and Skills. 8 ed. Mason, OH: Cengage Learning, Inc; 2015.

65.

Manor O. Choosing a groupwork approach: an inclusive stance. London: Jessica Kingsley Publishers; 2000.

66.

Andrea Mueller and Thomas Fleming. Cooperative Learning: Listening to How Children Work at School. The Journal of Educational Research [Internet]. 2001;94(5):259-65. Available from: http://www.jstor.org/stable/27542333?seq=1#page_scan_tab_contents

67.

Preston-Shoot M, British Association of Social Workers. Effective groupwork. 2nd ed. Basingstoke: Palgrave Macmillan; 2007.

68.

Patricia Prendiville. Developing facilitation skills [Internet]. Dublin: Combat Poverty Agency; 1995. Available from:
http://www.combatpoverty.ie/publications/DevelopingFacilitationSkills_2008.pdf

69.

Schuman S. The handbook for working with difficult groups: how they are difficult, why they are difficult and what you can do about it [Internet]. 1st ed. Vol. The Jossey-Bass business&management series. San Francisco, Calif: Jossey-Bass; 2010. Available from:
http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039387410002418&institutionId=2418&customerId=2415

70.

Slavin RE. Cooperative learning: theory, research, and practice. 2. ed., [Nachdr.]. Boston [u.a.]: Allyn and Bacon; 2000.

71.

Tudor K, ebrary, Inc. Group counselling [Internet]. Vol. Professional skills for counsellors. London: Sage Publications; 1999. Available from: <http://site.ebrary.com/lib/aber/Doc?id=10372278>

72.

Westberg J. Fostering Learning in Small Groups: A Practical Guide [Internet]. Vol. Springer Series on Medical Education. New York: Springer Publishing Co Inc; 1996. Available from: http://eu.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=3039449390002418&institutionId=2418&customerId=2415

73.

Wheelan SA. Group Size, Group Development, and Group Productivity. Small Group Research. 2009 Jan 16;40(2):247-62.

74.

Hargie O. The handbook of communication skills. 3rd ed. London: Routledge; 2006.