Time Management

Suggested Reading (Chapters)

Chapter 1.2 “Managing your time”, pages 54-75
Shelved in the library at: 378.170281/PRI

Chapter 4, section “When, how, where?”, pages 68-85
Shelved in the library at: 378.170281/COT

Chapter 2 “Time Management, Getting Organised”, pages 21 to 32
in “Study Skills for International Postgraduates” by Martin W. Davies, 2011
Shelved in the library at: 378.170281/DAV

Note Taking

Suggested Reading (Books and Chapters)

Reading and Making Notes by Jeanne Godfrey, 2010
Shelved in the library at: 378.170281/GOD

Study Listening: a course in listening to lectures and note-taking by Tony Lynch, 2004
Shelved in the library at: 428.34/LYN

Chapter 2.1. “Making Notes” pages 77-100
and Chapter 2.2 “How to get the most out of lectures”, pages 101-128
Shelved in the library at: 378.170281/PRI

Chapter 6 – see: “making notes”, pages 122-128 and “getting the most out of lectures”, pages 133-135
Shelved in the library at: 378.170281/COT
Reading

Suggested Reading (Books and Chapters)

Reading and Making Notes by Jeanne Godfrey, 2010
Shelved in the library at: 378.170281/GOD

Reading critically at university by Mike Metcalfe, 2006
Shelved in the library at: 378.170281/MET

Chapter 3 “Optimise your reading”, pages 213-276
Shelved in the library at: 378.170281/PRI

Chapter 6 see “Identifying and selecting relevant information”, pages 155 to 122
Shelved in the library at: 378.170281/COT

Chapter 5 “Reading and note-taking”, pages 59-86
in “Successful Academic Writing” by Andy Gillet, Mary Martala-Lockett and Angela Hammond, 2009
Shelved in the library at: 808.0420711/GIL

Essay Writing

Suggested Reading (Books and Chapters)

“Write Great Essays: a guide to reading and essay writing for undergraduates and taught postgraduates” by Peter Levin, 2004
Shelved in the library at: 808.066/LEV

“Brilliant Writing Tips for Students” by Julia Copus, 2009
Shelved in the library at: 808.042/COP

“Planning your Essay” by Janet Godwin, 2009
Shelved in the library at: 808.02/GOD

Chapter 4.1 “Taking control of the writing process”, pages 277-300
Shelved in the library at: 378.170281/PRI

Chapter 8 “Writing for university”, pages 167-200 and
Chapter 9 “Developing your writing”, pages 201-224
Shelved in the library at: 378.170281/COT
Presentations

Suggested Reading (Books and Chapters)

“Presentation Skills for Students” by Joan Van Emden and Lucinda M. Becker, 2010
Shelved in the library at: 808.510243718/VAN

“Presentation Skills: the essential guide for students” by Patsy McCarthy and Caroline Hatcher, 2002
Shelved in the library at: 808.51/MCC

http://prism.talis.com/dcu/items/543227
Shelved in the library at: 658.452/FAR

Chapter 2.4 “Presenting your work”, pages 153-174
Shelved in the library at: 378.170281/PRI

Group Work

Suggested Reading (Books and Chapters)

“Success in Groupwork” by Peter Hartley and Mark Dawson, 2010
Shelved in the library at: 371.36/HAR

Chapter 2.3 “Working in a real team”, pages 129-152
Shelved in the library at: 378.170281/PRI

Chapter 5 “Working with others”, pages 93 to 110
Shelved in the library at: 378.170281/COT

Exams

Suggested Reading (Books and Chapters)

“14 Days to Exam Success” by Lucinda M. Becker, 2010
Shelved in the library at: 371.26/BEC

Shelved in the library at: 371.26/COT

Chapter 2.5 “Excelling in Exams”, pages 175-212
Shelved in the library at: 378.170281/PRI
Plagiarism

Suggested Reading (Books and Chapters)

“Referencing & Understanding Plagiarism” by Kate Williams and Jude Carroll, 2009
 Shelved in the library at: 808.027/WIL

“What Every Student Should Know about Avoiding Plagiarism” by Linda Stern, 2007
 Shelved in the library at: 808/STE

Chapter 4.2 “Understanding Academic Integrity: plagiarism”, pages 301-323
 Shelved in the library at: 378.170281/PRI

Chapter 6 see section on “Plagiarism”, pages 128-132
 Shelved in the library at: 378.170281/COT

Chapter 5 “Plagiarism and paraphrasing”, pages 53-70
Chapter 6 “Referencing: The importance of acknowledgement” pages 71-87
in “Study Skills for International Postgraduates” by Martin W. Davies, 2011
 Shelved in the library at: 378.170281/DAV