

Study Skills

Course Summary

This course is intended for students who plan to progress to undergraduate or postgraduate study in the UK or in another English-speaking country.

Students will receive instruction and training in academic writing, listening to lectures and note-taking, critical thinking, avoiding plagiarism and anecdotalism, research methods, and effective reading techniques.

The course comprises 15 units over 30 sessions of 3 hours each. Each unit takes two sessions, designed so that if a student misses one session they can still pick up the essential content in the other session. There will be regular reviews, formative projects and individual tutorials every term.

Entry Level

In order to be admitted to the course, students need to have a level of English equivalent to at least IELTS 5.5. It is expected that most of the students taking this course will also be taking an IELTS course while they are at the College.

Course Content

The course will look at a wide variety of academic skills, including:

- Locating information in a book: indexes, appendices; locating information in a library
- The Cornell Method of note-taking, mind-maps, etc.
- Plagiarism and how to avoid it
- Academic conventions: citations, quotations, referencing, footnotes
- Using spell checkers and grammar checkers, editing and amending drafts
- Listening to lectures and note-taking skills
- Technical vs. colloquial language
- Argument-led vs. thesis-led approach; discursive essays; situation-problem-solution-evaluation essays
- Avoiding emotive language and developing an objective style of writing
- Using appropriate language in academic writing and when taking part in seminars.
- Negotiating an assignment with a supervisor: how to assert yourself
- Greek and Latin word roots and strategies for vocabulary learning
- Oral presentation on an area of enquiry
- Rhetorical devices such as questions, rule of three, repetition for effect, etc.

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| Hours: | 3 hours per week |
| Time: | Friday, 14.30 – 17.30 |
| Fees: | £72 for 4 weeks £465 per year (35 weeks) |