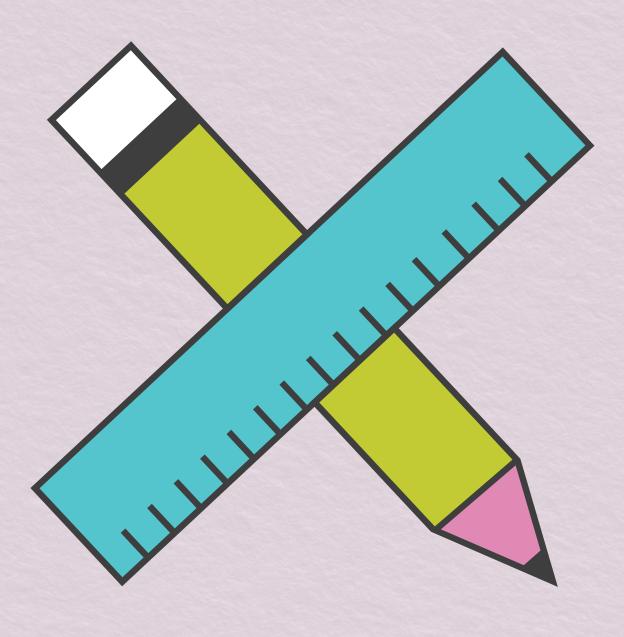
Study Skills



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The OUP ANZ Higher Education Team



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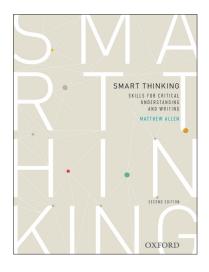
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Starting University



Smart Thinking

Second Edition Matthew Allen 9780195524055 November 2012 oup.com.au/allen2e

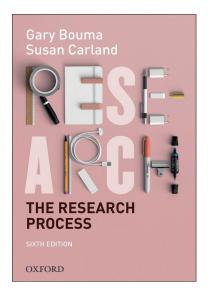








Smart Thinking, second edition, is a practical step-by-step guide to improving skills in analysis, critical thinking, and the effective communication of arguments and explanations. It combines an accessible and straightforward style, with a strong foundation of knowledge.



The Research Process

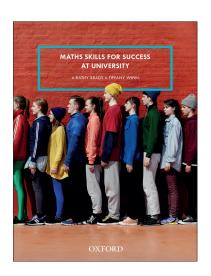
Sixth Edition Gary D. Bouma & Susan Carland 9780190304621 July 2016 oup.com.au/bouma6e







The Research Process, sixth edition, is an easy-to-use introduction to research methods. The book emphasises the process of research in an accessible and readable way, taking a non-statistical and non-mathematical approach for new students. This book will guide students through the research process, analysing and demonstrating a variety of research methods supported by extensive examples and illustrations to explain the fundamental concepts of the research process and its application.



Maths Skills for Success at University

Kathy Brady & Tiffany Winn 9780190302931 October 2017 oup.com.au/brady





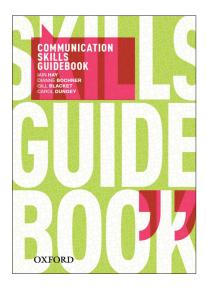






Maths Skills for Success at University is an easy-to-use guide for students to prepare themselves for the essential mathematics skills they need to succeed at university. This book is a comprehensive reference and revision guide that will provide your students with the essential maths skills required to conquer maths in class. It is full of Australian examples preparing students for the maths they will encounter in their everyday life and while studying.

Starting University



Communication Skills Guidebook

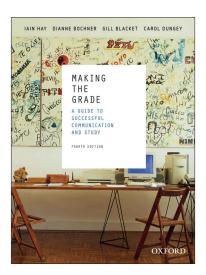
Iain Hay, Dianne Bochner, Gill Blacket, Carol Dungey 9780190302450 May 2015 oup.com.au/hay







The Communication Skills Guidebook is an easy to navigate text that is designed to equip students with the essential communications skills they need to succeed at university, including getting the most from your library, writing a good essay, and use of correct grammar and punctuation. The Communication Skills Guidebook will be their trusted resource throughout their entire degree.



Making the Grade

Fourth Edition Iain Hay, Dianne Bochner, Gill Blacket, Carol Dungey 9780195576085 June 2012 oup.com.au/hay4e

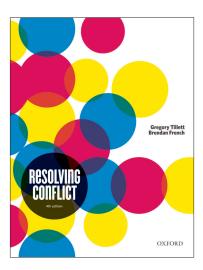








A practical guide for students, *Making the Grade* covers all the skills a student will need across a degree from listening skills and efficient time management to tips for taking exams. The book explains how students can be asked to convey their ideas from essays, reports and reviews to oral presentations and figures and tables. Each chapter deals with different skills necessary for successful learning and communication.



Resolving Conflict

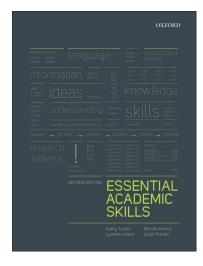
Fourth Edition Gregory Tillett & Brendan French 9780195568042 September 2009 oup.com.au/tillett4e





Resolving Conflict, fourth edition, presents the principles, process and practical skills for resolving conflict. The book emphasises the importance of preparatory work in the resolution of conflict and explores a wide range of human conflict situations. Drawing on case studies and incorporating questions, examples and checklists, readers are encouraged to develop an informed, critical, reflective and creative approach to problem-solving.

Starting University



Essential Academic Skills

Second Edition
Kathy Turner, Brenda Krenus, Lynette Ireland, Leigh Pointon
9780195576054
September 2011







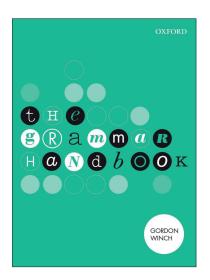








Essential Academic Skills encourages and supports students to develop their skills to become the best learners they can be. It takes a step-by-step approach to the essential skills required to complete a university degree and provides comprehensive learning support through examples and activities.



The Grammar Handbook

Gordon Winch 9780195529098 October 2013 oup.com.au/winch







and sentence level through to text level.

The Grammar Handbook is an essential reference for English grammar, punctuation and usage. It is ideal for undergraduate students seeking additional assistance with their grammar. The functional grammar section includes models of text types divided into literary text types and factual text types, and grammar is introduced in a logical sequence so that students will understand the meaning of terms. The easy-to-use contents list and

page tabs provide a handy reference to support any language activity from word, phrase

Communication



Communication Research Methods

Fourth Edition Gerianne Merrigan & Carole Huston 9780190652746 February 2019 oup.com.au/merrigan4e





Communication Research Methods is the only text that uses a research-as-argument approach to help students not only become more effective researchers, but more insightful consumers of research. Merrigan and Huston treat communication research comprehensively, discussing a broad range of traditional and contemporary methods and considering ethics in designing, conducting, and reporting research.

NEW TO THIS EDITION

- The claims, data, and warrants chapters found in prior editions have been replaced with two new chapters that contextualise research arguments for quantitative social science and interpretive/critical research
- A new chapter 12 on interviews and focus groups will improve students' abilities to conduct interviews and code evidence based on repetition, recurrence, and forcefulness
- Chapter 3 which is on ethics now includes links to the ethical codes of conduct for 10 professional associations relevant to communication researchers in academia and industry
- Chapter 10: Conversation Analysis and Chapter 14: Discourse Analysis, have been separated to more clearly represent the paradigmatic differences in those ways of studying language-in-use
- The chapter titles for all chapters in Parts II and III have been extended to help students more quickly compare those methods, and the text has been reorganised to match the first edition's order of paradigms
- All chapters include updated examples and more links to industry research.

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Part I: The What and Why of Communication Research

- 1. Introduction to Communication Research
- 2. Three Paradigms of Knowing
- 3. Ethics and Research

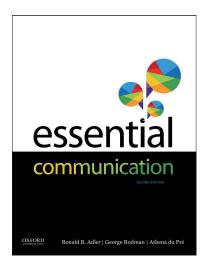
Part II: How to Explain and Predict Communication

- 4. Making Arguments for Association and Causality
- 5. Measuring and Designing Quantitative Social Science Research
- 6. Experimental Research: Predicting Causes and Effects
- 7. Survey Research: Explaining and Predicting Attitudes and Behaviours
- 8. Content Analysis: Explaining and Interpreting Message Categories
- 9. Analysing and Interpreting Quantitative Data
- 10. Conversation Analysis: Explaining Talk's Structure and Function

Part III: How to Interpret, Evaluate and Reform Communication

- 11. Making Arguments for Multiple Plausible Realities
- 12. Interviews and Focus Groups: Interpreting Guided Responses
- 13. Ethnography: Interpreting and Evaluating Cultural Communication
- 14. Discourse Analysis: Interpreting & Evaluating Language-in-Use
- 15. Rhetorical Criticism: How to Interpret Persuasive Texts and Artefacts
- 16. Critical Studies: Evaluating and Reforming Ideologies

Communication

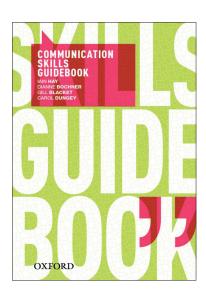


Essential Communication

Second Edition Ronald Adler, Athena du Pré & George Rodman 9780190650087 December 2018 oup.com.au/adler2e



With its revamped design, highly visual features, and concise coverage, the second edition of *Essential Communication* will help students become better communicators online, in person, at home, and at work. It is a practical, interactive guide, with exercises and self-quizzes to encourage students to reflect on their own communication patterns and improve their skills.



Communication Skills Guidebook

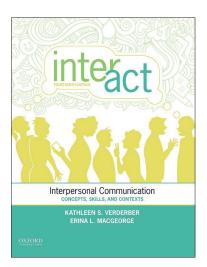
Iain Hay, Dianne Bochner, Gill Blacket, Carol Dungey 9780190302450 May 2015 oup.com/hay







The Communication Skills Guidebook is an easy to navigate text that is designed to equip students with the essential communications skills they need to succeed at university, including getting the most from your library, writing a good essay, and use of correct grammar and punctuation. The Communication Skills Guidebook will be their trusted resource throughout their entire degree.



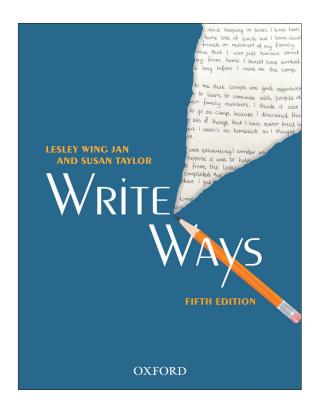
Inter-Act

Fourteenth Edition Kathleen S. Verderber & Erina L. MacGeorge 9780199398010 November 2015 oup.com.au/verderber14ed



Designed to help students explore interactions in both personal and professional domains and develop the specific skills necessary to creating and maintaining healthy relationships. This book retains the features that have made it so successful: a theory driven and skills-based focus, an accessible tone and presentation, and a multitude of useful pedagogical tools. For theory, thoroughly updating the material so that it reflects the current state of knowledge in the discipline.

Education



Write Ways

Fifth Edition Lesley Wing Jan & Susan Taylor 9780190318574 May 2020 oup.com.au/wingjan5e











Write Ways is a practical, user-friendly text for pre-service and practising teachers. It explains how to teach students to write in all the major text types—not only in English, but across the curriculum—and provides clear, useful examples of classroom practice, planning and assessment.

This book offers a balance of theory and practice, aiming to broaden understanding of text and literature. It encourages students to create and respond to a range of texts, as well as using literature to inspire students to develop as thoughtful, competent and engaged writers.

NEW TO THIS EDITION

- Updated to include Australian Curriculum topic names and current assessment practices
- An increased emphasis on grammar, multiliteracies, literacy practices and teaching focuses at whole text, paragraph, clause, sentence, word group and word level
- Action boxes help students apply the knowledge they have learnt
- Consider and Connect questions prompt students to reflect on related topics and how they connect with their knowledge of writing
- Includes examples of how to use Project Based Learning allowing students to find more meaning in their writing as they are writing authentic texts for real-life purposes.

TABLE OF CONTENTS

Part I: Preparation

- 1 Program Planning
- 2 Assessment Procedures and Record Keeping

Part II: Literacy

- 3 Literacy, Language and Learning
- 4 Texts
- 5 Using texts in meaningful contexts
- 6 The Reading and Writing Process

Part III: Text Types

- 7 Informative Texts
- 8 Information Reports

- 9 Procedural Texts
- 10 Explanations
- 11 Recounts
- 12 Transactional Texts
- 13 Persuasive Texts
- 14 Imaginative Texts
- 15 Narratives
- 16 Information Narratives
- 17 Poetry

Education



Educational Research

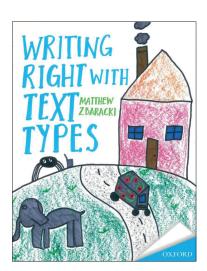
Second Edition
John O'Toole & David Beckett
9780195518313
September 2013
oup.com.au/otool2e







Educational Research is an engaging and accessible introduction to the broad field of educational research. It demonstrates how to use research to think about issues arising from classroom settings, organisations, or wider professional activities. Using engaging anecdotes from the field, this textbook thoroughly covers the basic principles, imperatives and theoretical approaches, and offers practical strategies for tackling the necessary processes and procedures.



Writing Right with Text Types

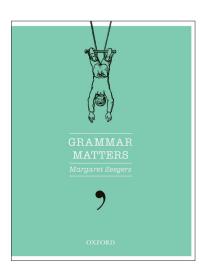
Matthew Zbaracki 9780195527919 October 2015 oup.com.au/zbaracki







Writing Right with Text Types helps current and future teachers inspire young writers in exciting and engaging ways. The text explores the critical components of language and writing, the common genres taught in primary school and the text types found within these genres. Throughout the text, theory is brought to life through numerous teaching ideas and case studies.



Grammar Matters

Margaret Zeegers 9780195523096 Nov 2013 oup.com.au/zeegers

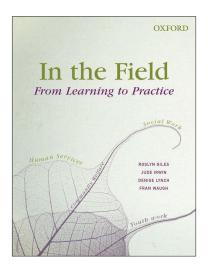






Grammar Matters is an introduction to the foundations of grammar, designed to develop knowledge and build confidence. It provides solid coverage of the parts of speech, phrases, clauses and punctuation, and equips students with a range of skills and strategies to apply to their own writing.

Health



In the Field

Jude Irwin, Roslyn Giles, Denise Lynch & Fran Waugh 9780195567014 October 2010 oup.com.au/giles







In the Field explores both the theories and 'how to' of practice learning so that students get the most out of their field placement experience. It provides all the relevant information combined with practical activities and examples to allow them to apply their knowledge in real-life settings. The text also tackles the different challenges that are encountered in their field placement helping students to gain skills that can be used throughout their careers in the human services.



Communication for Health Care Practice

Amanda Henderson 9780195596762 September 2018 oup.com.au/hendersonhealth









Communication for Health Care Practice aims to develop useful communication skills so students can become confident communicators in a professional health care setting. It focuses on client-oriented communication strategies that advance client well-being while also developing students' appreciation of the diversity and complexity of communication in health care organisations (including communication with professional and regulatory systems). This concise, contemporary handbook offers practical advice about how to engage and interact in a productive manner.



Communicating in the Health Sciences

Third Edition

Joy Higgs, Rola Ajjawi, Lindy McAllister, Franziska Trede & Stephen Loftus 9780195579048

September 2012

oup.com.au/higgs3e



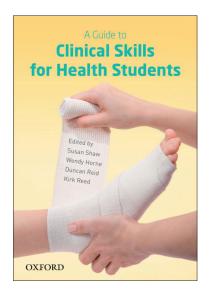






Communicating in the Health Sciences introduces students to the nature and importance of communication in the health sciences, with comprehensive coverage of all the written, electronic, visual and interpersonal communication skills essential for professions in the health sciences. This new edition has been completely restructured with a more logical flow, building skills and giving students the best access to information.

Health



A Guide to Clinical Skills for Health Students

Susan Shaw, Wendy Horne, Duncan Reid & Kirk Reed 9780190304263 January 2017 oup.com.au/shaw

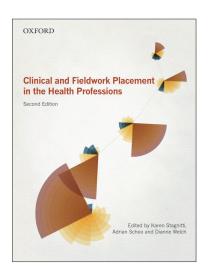








A Guide to Clinical Skills for Health Students is designed to be a trusted guidebook for students in Aotearoa New Zealand studying across a range of clinical health degrees. The book outlines the context of professional practice, summarises key skills, presents supporting information about relevant practice, identifies references to guide further learning, and provides tools for recording clinical learning and professional development.



Clinical and Fieldwork Placement in the Health Professions

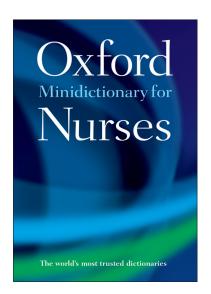
Second Edition Karen Stagnitti, Adrian Schoo & Dianne Welch 9780195519600 April 2013 oup.com.au/stagnitti2e







A logical approach takes you from student to health professional. *Clinical and Fieldwork Placement in the Health Professions* uses clinical examples to demonstrate interdisciplinary teamwork in action and encourages reflective and ethical practice.



Oxford Minidictionary for Nurses

Seventh Edition Elizabeth A. Martin 9780198788461 June 2017 oup.com.au/nursesmini7e



The full-size

Dictionary of Nursing
is also available at

oup.com.au/odn7e

In small, compact, practical format, the *Oxford Minidictionary for Nurses* provides comprehensive coverage of the ever-expanding vocabulary of the nursing professions.

Law



Legal Writing

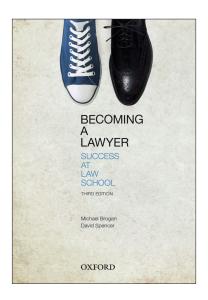
Paula Baron, Lillian Corbin 9780195593938 September 2016 oup.com.au/baroncorbin







Legal Writing emphasises the link between legal writing and ethics as it guides students through phases of the writing process and helps them develop effective legal writing skills essential for both academic and professional contexts. The book covers a range of academic writing commonly encountered by undergraduate and postgraduate law students whilst providing them with an understanding of their ethical obligations and how to develop a professional voice.



Becoming a Lawyer

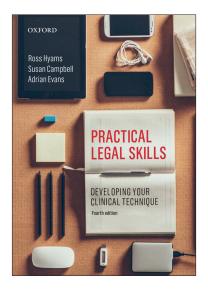
Third Edition
Michael Brogan & David Spencer
9780195524062
February 2014
oup.com.au/brogan3e







Becoming a Lawyer provides practical, experience-based advice for students beginning their law studies. It offers insight into the unique elements of law school culture, letting students know what to expect and giving realistic advice and tips on how to get the most from their studies. Now in its third edition, Becoming a Lawyer is the essential guide to surviving and thriving at law school.



Practical Legal Skills

Fourth Edition Ross Hyams, Susan Campbell, Adrian Evans 9780195529999 March 2014 oup.com.au/hyams4e

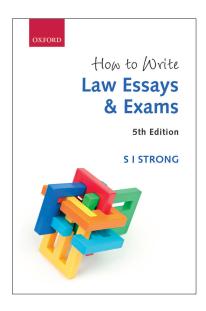


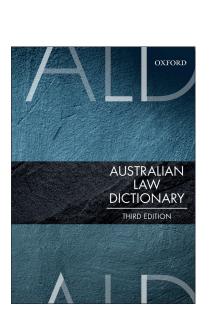




Practical Legal Skills is an established and respected handbook for those engaged in legal training at all levels. Written by an expert author team, it covers the practical skills of lawyering. The fourth edition explores the ethical risks faced by clinical students and practitioners, and discusses the ethics, values and professional responsibilities surrounding the decisions lawyers' make.

Law





How to Write Law Essays and Exams

Fifth Edition S I Strong 9780198811152 March 2018 oup.com.au/strong5e



How to Write Law Essays & Exams provides law students with a practical and proven method of analysing and answering essay and exam questions. The book focuses on those questions that give students the most trouble, namely problem questions, but its techniques are equally applicable to other types of essays.

Designed for law students of all levels, this text helps students understand their substantive courses while at the same time teaching vital writing and analytical skills. The book is accompanied by online resources, including: a case breakdown to help students with reading cases, frequently asked questions, and some tips on citation styles and conventions.

Australian Law Dictionary

Third Edition Trischa Mann 9780190304737 October 2017 oup.com.au/ald3e

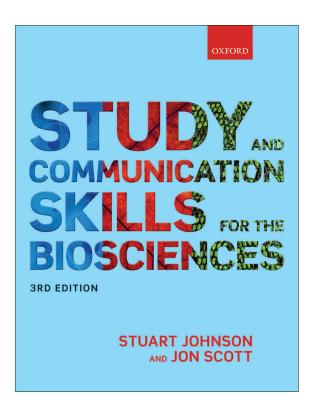








The Australian Law Dictionary is a key reference for those who need familiarity with, and a comprehensive knowledge of, Australian legal terms. Designed specifically for students, the ALD uses clear and concise language and explores the terms encountered in everyday practice, focusing on core legal knowledge and practice areas. Entries are cross-referenced with their related concepts, giving students a broader understanding of their context within the body of law, while the first sentence of each entry provides a quick, basic overview to quickly familiarise students with the term.



Study and Communication Skills for the Biosciences

Third Edition Stuart Johnson, Jon Scott 9780198791461 March 2019 oup.com.au/johnson3e











Study and Communication Skills for the Biosciences is an invaluable guide for students to get the most out of their degree, and enhance their employability skills. The motivational writing style is accessible to students of all levels and a wide range of skills are covered, making this essential reading for all bioscience students.

The text places an emphasis on four foundational skills that students require throughout their degree-managing time well, thinking critically, developing self, and employability. It also incorporates frequent biological examples throughout the text, demonstrating the relevance of the skills being discussed.

NEW TO THIS EDITION

- A new section on how best to use recorded lectures in learning and revision
- A new section on how to get the most out of flipped classrooms and interactive lectures
- A new section on how to perform well in a video interview
- A new section on how best to use online networks for career advancement
- A new section on how to critically review a research paper
- A new learning feature, "Try This for Yourself", shows how you can apply the book's principles to your own life and studies

Students Resources

- Examples of good and bad practice when using PowerPoint presentations and when producing posters
- Examples of CVs and covering letters
- Student resources hub (includes tips from current students)
- Spelling/grammar tests and quizzes

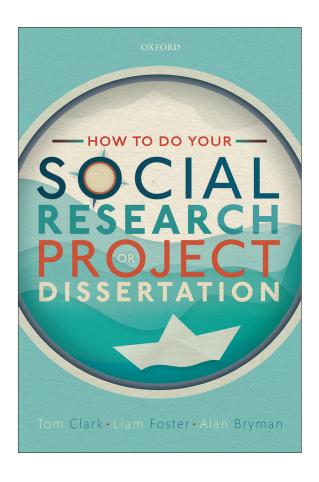
Lecturer Resources

• For registered adopters of the book, figures and tables of data from the book are ready to download

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- 2. Using feedback
- 3. Making the most of lectures
- 4. Working with different information sources
- 5. Avoiding plagiarism
- 6. Choosing the right writing style
- 7. Writing essays
- 8. Writing practical reports

- 9. Working in tutorials and groups
- 10. Preparing scientific presentations
- 11. Delivering scientific presentations
- 12. Creating academic posters
- 13. Getting the most out of revision
- 14. Getting the most out of exams
- 15. Making yourself employable



How to do your Social Research Project or Dissertation

Tom Clark, Liam Foster, Alan Bryman 9780198811060 October 2019 oup.com.au/clark









How to do your Social Research Project or Dissertation provides a straight-talking, easy-to-navigate, and reassuring guide to support final-year social science undergraduates. Uniquely shaped by real social science undergraduates from a range of institutions, the book includes their advice to help students through what can be a daunting but rewarding stage of their degree. Expert advice from real supervisors across the subject disciplines help students to make the most of research supervision and learn from the experience of real researchers in their chosen field.

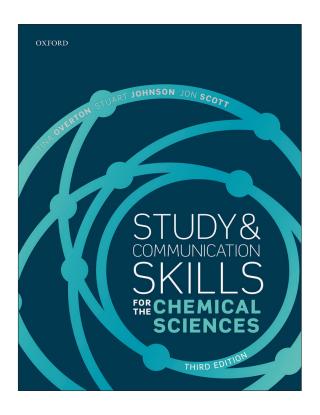
Lecturer Resources

- Author-led videos for each chapter focussing on key areas of social research
- Student videos focussing on key issues in undertaking a research project or dissertation
- 'Finding your Way' research pitfalls and how to avoid them
- General dissertation template
- Good and bad examples of various research tools: questionnaires, interview questions, observation plans
- Good and bad examples of extracts from literature reviews
- Downloadable research checklist
- Research plan templates
- Links to freely available datasets
- SPSS/NVIVO links/resources
- Interactive editing exercise to practise writing-up, and making efficient use of word count.

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- 1. Introduction
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- 4. Developing a research idea
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- 6. Reviewing the literature
- 7. Building your project
- 8. Ethics
- 9. Writing a research proposal

- 10. Sampling: which and how many people do I need?
- 11. Collecting quantitative data
- 12. Collecting qualitative data
- 13. Analyzing quantitative data
- 14. Analyzing qualitative data
- 15. Working with documents
- 16. Evaluating your project
- 17. Writing up your research



Study and Communication Skills for the Chemical Sciences

Third Edition
Tina Overton, Stuart Johnson & Jon Scott
9780198821816
April 2019
oup.com.au/overton3e









Written by leading experts in science education, *Study and Communication Skills for the Chemical Sciences* is essential reading for any undergraduate chemistry student wishing to succeed at university and get the most out of their degree.

The accessible and friendly writing style helps to engage students with the subject while frequent chemical examples highlight the relevance of the skills being learned. A comprehensive range of skills are covered, from making the most of practicals, lectures and group work, through to writing and presentation skills.

NEW TO THIS EDITION

- New chapters on 'Developing and Articulating Your Skills' and 'Career Skills' help students with concerns around employability
- New sections on the importance of collaboration and dialogue, setting and enforcing internal deadlines, using technology in group work, and reflective writing expand on the types of skills covered
- Extensive updates have been made to the online resources
- Chapters are restructured to aid preparation for flipped lectures, with content on problem-based learning, online learning forums and video capture
- Additional support for making the school to university transition easier.

Students Resources

- Examples of good and bad practice when using PowerPoint presentations
- Examples of good and bad practice when producing posters.

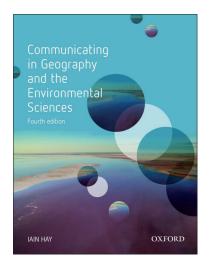
Lecturer Resources

• Figures from the book in electronic format, ready to download.

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- 4. Making the Most of Group Work
- 5. Making the Most of Practical Work
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- 7. Choosing the Right Writing Style
- 8. Writing Assignments
- 9. Writing Practical and Project Reports
- 10. Communicating with a Non-Scientific Audience

- 11. Avoiding Plagiarism
- 12. Using Feedback
- 13. Preparing Scientific Presentations
- 14. Delivering Scientific Presentations
- 15. Creating Academic Posters
- 16. Getting the most out of Revision
- 17. Getting the most out of Exams
- 18. Developing and Articulating your Skills
- 19. Career Skills.



Communicating in Geography and the Environmental Sciences

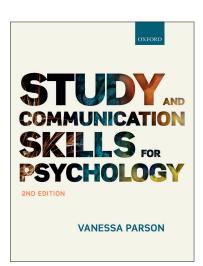
Fourth Edition
Iain Hay
9780195576757
June 2012
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Communicating in Geography and the Environmental Sciences helps students to communicate effectively in academic and professional settings. It discusses the character and practice of some of the most common forms of academic presentation skill used by students of geography and the environment.



Study and Communication Skills for Psychology

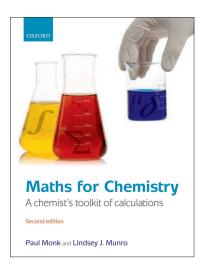
Second Edition Vanessa Parson 9780198786122 March 2018 oup.com.au/parson2e







Study and Communication Skills for Psychology is written with first year students in mind and reviews the essential skills a psychology student needs to develop over the course of their undergraduate studies. Written in a practical, motivational style, the book covers: how to communicate research and ideas effectively to others; and how to revise for and complete exams to maximise the chances of success.



Maths for Chemistry

Second Edition
Paul Monk & Lindsey J. Munro
9780199541294
April 2010
oup.com.au/monk2e







Mathematical skills and concepts lie at the heart of chemistry, yet they are an aspect of the subject that students fear the most. This book recognises the reality of chemical education today, and the challenges faced by many students in equipping themselves with the maths skills necessary to gain a full understanding of chemistry. Working from basic yet essential principles, the book builds the student's confidence by leading them through the subject in a steady, progressive way from basic algebra to quantum mathematics.

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