Contents

List of Tables and Figures		vii
Acknowledgements		viii
Intro	oduction	ix
1	Getting Started	1
	Introduction	1
	The idea of academic study	1
	Study at Masters level	6
	Tutors' and students' conceptions of learning and teaching	11
	Preparing to study	16
	Making time work for you	27
2	Getting the Most from Lectures and Reading	34
	Introduction	34
	Getting the most from classes	35
	Approaches to reading	48
	Accessing and using sources	52
	Online and other electronic sources	58
3	Examinations	65
	Introduction	65
	Unpicking a question	66
	Generating ideas	75
	Planning an answer	81
	Avoiding pitfalls	87
	Revision	92
4	Responding to Assignments	103
	Introduction	103
	Structure	104
	Argument	110
	Research	116

Contents

Presentation	121
Conclusions and recommendations	127
Originality and reflection	130
Managing time	134
5 Learning in Groups	141
Introduction	141
Understanding groups	142
Group effectiveness	143
When a group encounters difficulties	155
Electronic sources available to groups	160
6 The Dissertation	163
Introduction	163
What is a dissertation?	164
The scope of a dissertation	168
Clarifying the subject	171
Progressing the investigation	179
Concluding the investigation	183
Getting the work finished	191
What gets good marks in dissertations?	193
Working with your supervisor	195
7 Researching for your Dissertation	198
Introduction	198
Methods and methodology	199
Conceptualizing your dissertation	200
Proof	204
Research designs	208
Research approaches	212
Collecting and analysing information	217
Appendix	220
References	241
Useful Resources	242
Index	244

List of Tables and Figures

Tabl	es
------	----

3.1	Key verbs	70
3.2	Practising exam answers	96
Fig	ures	
1.1	Lecture notes	20
1.2	Mind-mapping	25
2.1	Note- taking	41
2.2	Developing the knowledge space, 1	54
2.3	Developing the knowledge space, 2	55
3.1	A 'sunflower' diagram	77
3.2	Example of a network diagram	78
4.1	Question and answer structure, example 1	108
4.2	Question and answer structure, example 2	108
4.3	The Kolb model of experiential learning	132