



UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

School of Business

London Campus

**Academic Skills
LCBB4006**

Module Code	LCBB4006
Title	Academic Skills
Date	20/09/2022
Level	4
Credits	20
Pre-Requisites	None

AIM(S)

- To help students develop the academic skills necessary to facilitate effective study in Higher Education.
- To help students apply critical and analytical thinking to all areas of study, as appropriate.
- To encourage the development of a reflective, positive approach to learning and to enable students to take responsibility for their own learning.

LEARNING OUTCOMES

Upon the successful completion of this module, the students should be able to:

- produce a fully referenced written work in a relevant topic which is well-organised and follows the appropriate academic writing conventions;
- demonstrate good communication skills in written and oral form;
- demonstrate effective use of Information Technology (IT), including but not limited to MS Word, MS Power Point and the Internet;

- develop awareness of assessment types, question prompts and marking criteria;
- reflect on their learning using recognised modules of reflection (e.g., Gibb's reflective module);
- carry out research and find appropriate information and various academic sources;
- analyse, evaluate and interpret a range of academic source materials;
- work both independently and as part of a group;
- Utilise a broader range of formal grammatical structures, organisational structures and academic vocabulary through focus on academic registers both at a macro and a micro level.
- Develop own arguments and integrate these appropriately with source material in written and spoken form.
- Select relevant information from a range of textual formats (e.g. quantitative, and graphic data, reports, books and articles) and reformulate it in written and spoken form.

INDICATIVE CONTENT

- Introduction to independent learning (identifying skills needed for higher education; self-evaluation skills).
- Researching skills.
- Critical analysis of literature.
- Referencing (following the Harvard referencing system).

- Study skills (Time-management, Organisation, Note-taking).
- Using feedback and reflection in Higher Education.
- Delivering effective presentations in Higher Education.
- Paraphrasing and summarizing techniques.
- Examination strategies.
- Academic writing and essay/report planning.
- Making use of digital technologies to facilitate learning.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Individual Written Report	1250 words	25%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Group Written Report	2750 words	75%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCBB4006	
Module Title	Academic Skills	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S., (2019) <i>The study skills handbook</i> , 5th Ed., Red Globe Press: London.	☒
Essential	Bradbury, A., (2006) <i>Successful presentation skills</i> . Kogan Page.	☒
Essential	McMillan, K., (2012) <i>The Study Skills Book</i> . 3rd Ed., Pearson, Harlow, England.	☒
Further	Saunders, M., Lewis, P., Thornhill, A., (2019) <i>Research methods for business students</i> , 5th Ed., Pearson: Harlow, England.	☒

Further	Haber, J., (2020) Critical thinking. The MIT Press. London, England.	☒
Further	Fairbairn, G., Winch, C., (2011) Reading, writing, and reasoning: a guide for students, 3rd Ed., Open University Press. Maidenhead, England	☒
Further	Godfrey, J., (2018) How to use your reading in your essays. Palgrave. London	☒
Further	Oliver, P., (2012) Succeeding with your literature review: a handbook for students. McGraw-Hill, Berkshire, England.	☒
Further	Day, T. (2018) Success in Academic Writing. 2 nd ed. Basingstoke: Palgrave MacMillan.	☐
Further	Crème, P. and Lea, M. (2008) Writing at University: A guide for students. Open University Press.	☐