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STUDY SKILLS
AND WATCH RESULTS SOAR!

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with your
textbook!

Being able to research, write and communicate is critical to success both in higher education and in the workplace.

STUDY SKILLS



Communications Skill Toolkit, 3e

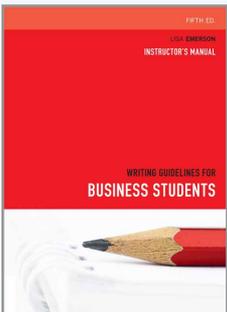
Grellier/Goerke
ISBN: 9780170243612
280pp, Paperback, ©2014



A valuable and practical resource guide to enable students to develop effective communication skills, including writing, listening, non-verbal, interpersonal and interviewing skills.

New to this edition:

- Addresses recently introduced Tertiary Education Quality Standards Agency (TEQSA) requirements
- New critical and reflective questions help students consolidate their learning at the end of each chapter
- New 'Where to from here?' chapter covers how students can use what they have learnt beyond the first year of their course

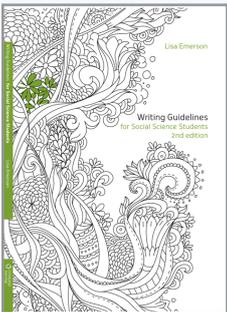


Writing Guidelines for Business Students, 5e

Emerson
ISBN: 9780170216388
152pp, Paperback, ©2012



This text is a concise and comprehensive reference for all business students, updated to reflect the conventions and requirements of the 6th edition *APA Style Manual*. Covers various forms of writing from note-taking to essays and reports with a new chapter on 'Writing for the web'.

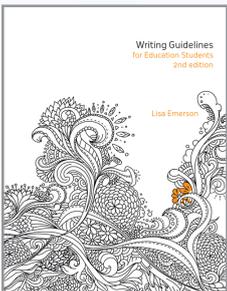


Writing Guidelines for Social Science Students, 2e

Emerson
ISBN: 9780170212939
128pp, Paperback, ©2005



Enhance your students' writing and research abilities. With extended sections on library searching and APA reference, this resource is essential for all those who write or design undergraduate assignments in the social sciences.

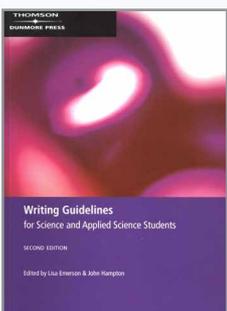


Writing Guidelines for Education Students, 2e

Emerson
ISBN: 9780170214926
144pp, Paperback, ©2007



Covers all aspects of academic assignment genres including writing for seminars, essays, research and client-focused reports, policy documents and literature reviews. Includes useful chapters on presenting data (qualitative and quantitative), references and key issues relating to punctuation, style and sitting examinations.



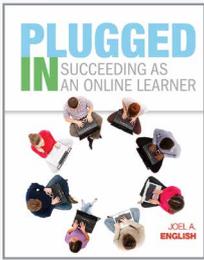
Writing Guidelines for Science and Applied Science Students, 2e

Emerson
ISBN: 9780170124829
144pp, Paperback, ©2005



What does plagiarism mean? What should a research report look like? Where do I start looking for information? For all who write or design assignments in science courses, including disciplines such as agriculture, horticulture and other related fields of study.

ONLINE AND DISTANCE LEARNING

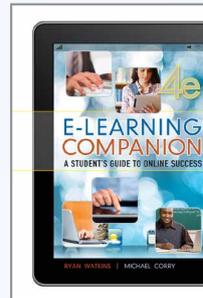


Plugged In, Succeeding as an Online Learner, 1e

English
ISBN: 9781133312574
304pp, Paperback, ©2012

Help your online students succeed to their full potential with *Plugged In*, offering concrete strategies for online learning – Motivation, Self-Discipline, Communication and Commitment – students set themselves up for career success.

Self-Discipline, Communication and Commitment – students set themselves up for career success.

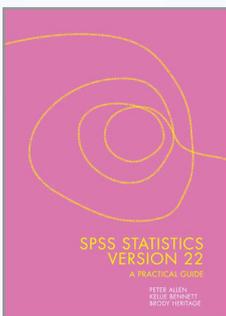


E-Learning Companion: Student's Guide to Online Success

Watkins/Corry
ISBN: 9781133316312
Paperback, ©2013

The fourth edition is fully updated to be current and relevant for today's online learning environments for any course that demands technology skills. In addition to helping students adapt previously mastered skills, such as time management, note-taking and critical thinking, this text shows students how social networking, cloud file storage, wikis and blogs can be utilized appropriately and effectively studying online.

REFERENCE AND RESEARCH



SPSS Statistics Version 22: A Practical Guide

Allen/Bennett/Heritage | ISBN: 9780170348973 | 328pp, Spiral bound, ©2014

SPSS is enormously powerful – and challenging to learn. This popular handbook lets students get hands on with the statistical procedures they need.

New to this edition:

- Step-by-step instructions and updated screen shots clearly and visually explain each procedure to help students understand how to use SPSS Statistics version 22
- Checklists at the end of each analysis chapter remind students of key concerns and steps to complete
- Tips in the margin highlight key considerations about the analysis or give hints that helps students make the best use of the software

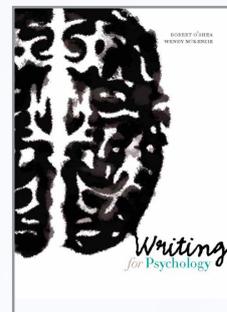


Pocket Guide to APA Style, 5e

Perrin
ISBN: 9781285425917
192pp, Paperback, ©2015

The *Pocket Guide to APA Style, 5e* is the essential tool when writing research papers in every course or discipline. Concise and thorough, the *Pocket Guide* offers straightforward explanations, annotated examples and margin notes designed to help you write properly documented papers in the latest APA style. In this updated edition,

students will find extensive coverage of electronic sources, preparing them to evaluate and use Internet references correctly in their research.



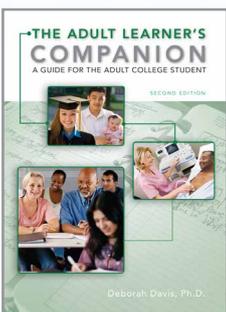
Writing for Psychology, 6e

O'Shea/McKenzie
ISBN: 9780170214681
216pp, Paperback, ©2013

The essential resource for any psychology student! *Writing for Psychology* aids students with writing reports and essays by teaching them how to think critically, write clearly and simply, and to follow the conventions of the publications manual of the *American Psychological Association (APA)*. A must-have manual for anyone that needs to learn how to write professional psychology reports and essays.



ADULT LEARNERS

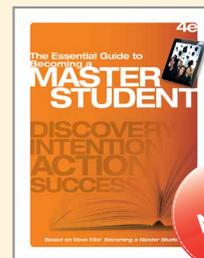


The Adult Learner's Companion: A Guide for the Adult College Student, 2e

Davis
ISBN: 9780495913832
144pp, Paperback, ©2012

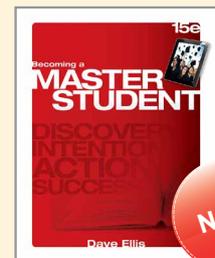
Adult learners face unique challenges – work, family and the numerous responsibilities and obligations that they must juggle while pursuing tertiary courses. With limited time and resources, adult learners need to know where and how to get help quickly and easily.

This text provides a concise manual that helps adult learners navigate their way through their studies while providing the skills necessary for academic achievement.



The Essential Guide to Becoming a Master Student, 4e

Ellis, ISBN: 9781305109612
169pp, Paperback, ©2015



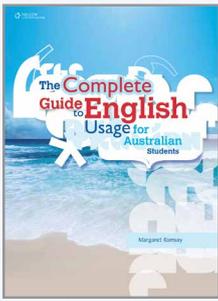
Becoming a Master Student, 15e

Ellis, ISBN: 9781305109612
169pp, Paperback, ©2015



Value-pack with any Cengage Learning textbook

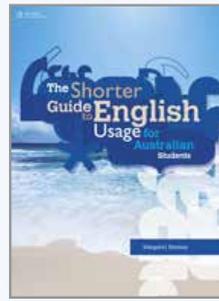
WRITING, GRAMMAR AND ENGLISH SKILLS



The Complete Guide to English Usage for Australian Students, 5e

Ramsay
ISBN: 9780170190848
208pp, Paperback, ©2012

A comprehensive, detailed coverage of functional grammar, punctuation, vocabulary and spelling for students to enhance their writing and speaking abilities. A trusted source for over 25 years, the fifth edition also includes 30 Test Yourself exercises (with answers) for students to develop their knowledge.



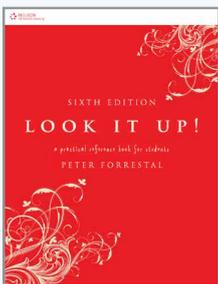
The Shorter Guide to English Usage for Australian Students, 4e

Ramsay
ISBN: 9780170188890
144pp, Paperback, ©2012

The abridged version of *The Complete Guide to English Usage for Australian Students*. Includes 20 'Test Yourself' sections, a comprehensive treatment of the punctuation marks used in English and a devoted section on English vocabulary.



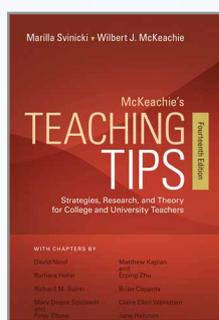
FOR INSTRUCTORS



Look It Up!

Forrestal
ISBN: 9780170183055
162pp, Paperback, ©2012

An easy reference guide to language conventions, spelling, punctuation and grammar with included sample texts, written texts, oral texts and visual texts, annotated to highlight Australian English Standards.

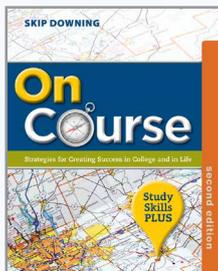


McKeachie's Teaching Tips, 14e

McKeachie/Svinicki
ISBN: 9781133936794
416pp, Paperback, ©2014

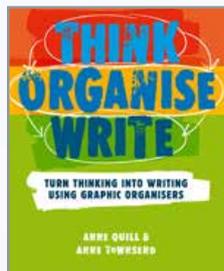
A handbook that provides helpful strategies for dealing with the everyday challenges of university teaching and how to maximize learning for every student. Strategies are supported by research and adaptable to specific classroom situations.

OTHER TITLES AVAILABLE TO INCREASE STUDY SKILLS



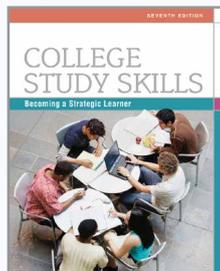
On Course, Study Skills Plus, 2e

Downing
ISBN: 9781133309741
416pp, Paperback, ©2014



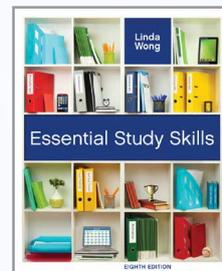
Think Organise Write: Turn Thinking into Writing Using Graphic Organisers, 1e

Townsend/Quill
ISBN: 9781921228957
90pp, Paperback, ©2010



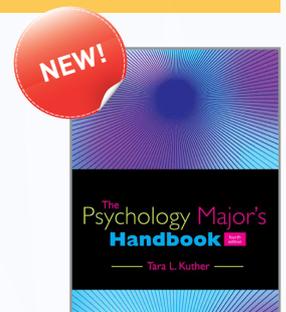
College Study Skills – Becoming a Strategic Learner, 7e

Blerkom
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432pp, Paperback, ©2012



Essential Study Skills

Wong
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