

## University of Leeds Classification of Books **Skills**

The collection is intended to bring together general books on a wide range of academic skills. Subject specific books are classed with the subject.

- A General**
- A-0.01 Periodicals
  - A-0.02 Series
  - A-1 General texts *generic text, for example The Study Skills Handbook – Stella Cottrell*
  - A-1.1 Undergraduates
    - A-1.11 Transition to university/first year
  - A-1.2 Postgraduates
    - A-1.21 Taught postgraduate
    - A-1.22 Research postgraduate
  - A-1.3 International students
  - A-1.4 Mature students
  - A-1.5 Distance learners
  - A-1.6 Part-time students
  - A-1.9 Students with dyslexia
- B Research Skills**
- B-1 General
  - B-3 Finding and evaluating information
    - B-3.1 Journals
    - B-3.2 Databases
    - B-3.3 Methodology
    - B-3.4 Surveys and sampling
    - B-3.5 Qualitative and quantitative data
  - B-5 Digital Literacy/Learning in a Digital Age
    - B-5.1 Online tools
  - B-7 Literature reviews
  - B-9 Managing information
    - B-9.1 Referencing and plagiarism
  - B-11 Copyright
- C Critical Thinking**
- C-1 General
  - C-3 Problem solving



<b>D</b>	<b>Reading</b>	
D-1	General	
D-3	Speed reading	
D-5	Critical reading	
D-7	Note-taking	
	<i>including note-making and mind-mapping</i>	
<b>E</b>	<b>Writing</b>	
E-1	General	
E-3	Language	
E-3.1	Grammar	
E-5	Essay writing	
E-7	Dissertation writing	
E-7.1	Undergraduate dissertations	
E-7.2	Postgraduate dissertations	<i>for taught postgraduates</i>
E-7.3	Theses and vivas	<i>for research postgraduates</i>
E-9	Report writing	
E-9.1	Reporting experiments	
E-10	Writing journal articles	
<b>F</b>	<b>Maths</b>	<i>Items should be generic and introductory in nature</i>
F-1	General	
F-3	Numeracy	
F-5	Statistics	
F-7	Calculations	
<b>G</b>	<b>Organisational skills</b>	
G-1	General	
G-3	Project management	
G-5	Time management	
<b>H</b>	<b>Communication skills</b>	
H-1	General	
H-3	Listening and interpersonal skills	
H-5	Presentation skills	
H-7	Group/team work	
<b>I</b>	<b>Assessment</b>	
I-1	General	
I-3	Assignments	
I-3.1	Undergraduate	
I-3.2	Postgraduate	
I-5	Exams	
I-5.1	Undergraduate	
I-5.2	Postgraduate	
<b>J</b>	<b>Professional skills</b>	
J-1	General	<i>For careers skills e.g. interview technique, CV writing, see Management H-4</i>
J-3	Personal development	
J-3.1	Reflection	
J-5	Life skills	
J-5.1	Coping with stress	
J-7	IT skills	

*For subject specific items, see the relevant subject schedule*