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
D **Reading**
D-1 General
D-3 Speed reading
D-5 Critical reading
D-7 Note-taking
   *including note-making and mind-mapping*

E **Writing**
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
   *for taught postgraduates*
E-7.3 Theses and vivas
   *for research postgraduates*
E-9 Report writing
E-9.1 Reporting experiments
E-10 Writing journal articles

F **Maths**
   *Items should be generic and introductory in nature*
F-1 General
F-3 Numeracy
F-5 Statistics
F-7 Calculations

G **Organisational skills**
G-1 General
G-3 Project management
G-5 Time management

H **Communication skills**
H-1 General
H-3 Listening and interpersonal skills
H-5 Presentation skills
H-7 Group/team work

I **Assessment**
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

J **Professional skills**
J-1 General
   *For careers skills e.g. interview technique, CV writing, see Management H-4*
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