# palgrave macmillan

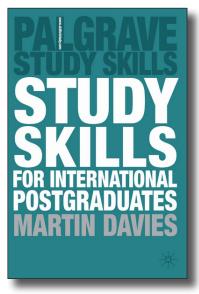
## Study Skills for International Postgraduates

#### **Martin Davies**

Destined to become a life saver for international students everywhere, this book provides clear, comprehensive guidance for students embarking on postgraduate study at a western university. Helping to maximise your chances of academic success, topics include challenges such as critical thinking, research, writing and speaking skills.

\$32.95 Pb, ISBN 9781403995803 Published August 2011, 328 pages Palgrave Macmillan





'Study Skills for International Postgraduates is an excellent introduction to the culture and demands of Anglo-American post-graduate education. The sections on how to construct papers are especially useful, even for those already familiar with Anglo-American practices. This is a valuable "how-to" manual for those undertaking study abroad.'

- Herman Schwartz, University of Virginia, USA

'Extremely comprehensive and detailed, Study Skills for International Postgraduates is a 'must-have' for all graduate students. The writing is clear and concise, with excellent descriptions and examples provided throughout. Students will find the suggestions for time management, study skills, and organizing research and the writing process invaluable.'

- Kristen P. Williams, Clark University, USA

*'Extensive in its coverage,* Study Skills for International Postgraduates *is written in a friendly, accessible style and is sure to be a great, practical resource for international students.'* - Hayo Reinders, Middlesex University, UK

'The most concrete and practical guide on the market on how to achieve a postgraduate degree, with a maximum of how-to skills and competencies.'

- Lotte Rienecker, University of Copenhagen, Denmark

'This book outlines the core skills vital for successful postgraduate study. It will not only assist international postgraduates but will prove a useful guidebook for any student embarking on the postgraduate journey.' - Dennis Grube, Griffith University, Australia



#### **About the Author**

MARTIN DAVIES is Associate Professor in Higher Education in the Teaching and Learning Unit, Faculty of Business and Economics, University of Melbourne, Australia. He is the author of a number of books and has written papers for a diverse range of scholarly journals. His research interests include critical thinking skills, postgraduate learning, computer-aided argument mapping, evaluation and assessment, history of philosophy, and philosophy of mind.

#### **Table of Contents**

Preface	PART VI: PUTTING PEN TO PAPER: WRITING FOR ASSESSMENT
	Writing Style and Language
PART I: BEING A POSTGRADUATE STUDENT	Writing Critical Reviews: A Step-by-Step Guide
Getting Started as a Postgraduate	Writing an Empirical Report
	Preparing the Research Essay
PART II: BASIC SURVIVAL SKILLS	Writing a Research Essay
Time Management, Getting Organised	Writing a Literature Review
Managing Information Collected	The Final Polish: Editing and Proofreading
Reading: A Complex Skill	
	PART VII: BEING HEARD: SPEAKING FOR ASSESSMENT
PART III: PERILS AND PITFALLS	Giving a Paper and Presenting in a Tutorial
Plagiarism and Paraphrasing	Speaking to your Supervisor or Lecturer
Referencing: The Importance of Acknowledgement	
	PART VIII: WANT TO GO FURTHER?
PART IV: STANDING ON THE SHOULDERS OF OTHERS: DOING	Writing a Research Proposal
RESEARCH	What Next? Completing a PHD
The Research Process	
	Glossary of Terms
PART V: WHAT ABOUT ME?: CRITICISING AND ANALYSING	Reference List

Index

Order Form

HOW TO CONTACT US

**Critical Thinking** 

QTY	TITLE		ISBN	PRICE		
	Study Skills for International Postgraduates		9781403995803	\$32.95		
	Handling Fee			\$10.00		
DELIVERY ADDRESS (Please attach your business card if appropriate)						
Name:						
Department:		Email:				
Institute:		Campus:				
Address:		Phone:				
		Postc	ode:			

fax your regional office

### palgrave macmillan

A division of Macmillan Publishers Australia Pty Ltd

VICLOIId	1/ IdSIIIdIIId	
Level 1,	15-19 Claremont Street, South Ya	rra 314
Tel (03)	9825 1111 Fax (03) 9825 1010	

New South Wales/ACT
Level 25, BT Tower
1 Market Street, Sydney 2000
Tel (02) 9285 9111 Fax (02) 9285 9290

2/857 Kingsford Smith Drive Eagle Farm 4009 Tel (07) 3632 2668 Fax (07) 3868 4423

New Zealand 24 The Warehouse Way Northcote, Auckland Tel (09) 414 0350 Fax (09) 414 0351

phone your regional office

(Street address is required for delivery - do not state PO Box number)

www.palgravemacmillan.com.au	palgrave@	Pmacmillan.com.au	
Please ask a representative to	BILLING ADDRESS	METHOD OF PAYMENT	
contact me ASAP	Name:	Please invoice us - Order No.	
Please send me catalogues	Address:	(Attach your official order with this order number)	
in this subject area		We enclose a cheque or charge our credit card for \$	
How did you receive this information?	Postcode:	payable to Macmillan Publishers Australia Pty Ltd	
Mailing			
Conference	Please place FIRM ORDERS with your usual bookseller. In case of difficulty contact us directly. Prices referred to herein are	MasterCard Visa Visa	
Representative	recommended only and there is no obligation to comply with the recommendation. A small order surcharge applies. Otherwise		
Other	freight is free of charge. Prices correct at time of printing and	Cardholders Name	
	subject to change without notice. Prices include GST.	Signature Expiry Date / /	

email your regional office

Palgrave Macmillan is committed to protecting your privacy. By supplying your details you give Palgrave Macmillan permission to contact you about Palgrave Macmillan products and services. Palgrave Macmillan will only use the information provided by you for the intended purpose. Should you not wish to be thus contacted, please contact us on (03) 9825 1111 or at palgrave@macmillan.com.au