How to get the most from your study skills appointment

We can advise you on how to develop your work and suggest ways in which you can improve the way you plan, write and study. This appointment will be useful if you want to aim for higher grades, if you have had repeated feedback from tutors over similar issues or if you are not confident in your study skills and wish to improve them.

<table>
<thead>
<tr>
<th>What we can help with</th>
<th>However…</th>
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<td>We can talk about your study skills in general terms and how you might improve them.</td>
<td>… we cannot give subject-specific information or advice. Our advice is</td>
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<tr>
<td>• structure and planning</td>
<td>around how you write or prepare work, rather than what you are writing</td>
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<td>• critical thinking</td>
<td>about.</td>
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<td>• use of quotes and paraphrasing</td>
<td>If you’re not sure if it’s something we can help with – just ask!</td>
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<td>• presentation skills</td>
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<td>• reflective writing</td>
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<td>• time management</td>
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<td>• maths support (Angela Evans only)</td>
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<td>• how to proofread your own work</td>
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We can also meet with you to discuss a specific assessment you are working on, looking more closely at your work and providing feedback and advice.

… we cannot proofread, rewrite or ‘check’ your assignment, and we cannot offer a quick fix. Our focus is on helping you to develop your own work.

We can give some advice on research skills.

… you may also benefit from booking an appointment with your subject librarian, who can give more specialist advice. Find their details via our appointments page: http://libguides.staffs.ac.uk/appointments

What we expect students to do ahead of a 1:1

If you are coming for a general discussion:

• Think about what you already do well.
• What would you most like to improve?
• Have you had any feedback from tutors? You may wish to bring this to your appointment or check that you can access it via Blackboard.
• Do you need to develop any new skills in order to succeed in your assessments?

If you would like to discuss a specific piece of work:

• Please bring a draft with you (either printed out or made available online / on a USB stick), along with your assessment guidelines.
• Consider which section(s) you would most like to discuss or receive feedback on during your appointment. This might be your introduction and conclusion, the first few pages or another section that you would like to talk through; we can usually read and give advice on up to 20% of a piece of work, so think about what would be most helpful.
• If you are struggling with how to begin, we can talk through planning techniques.

What we expect students to do during a 1:1

• Unless you have a fantastic memory, it may be a good idea to take some notes on the advice given, or to mark places on your work that may need attention after your appointment.
• Try to think about how you will apply the advice after your appointment, and if you are unsure about anything just ask.
• Be open to considering new strategies in how you go about your work. We can help you to develop new skills in order to reach for higher grades: sometimes this can feel a little out of your comfort zone!

What we expect students to do after a 1:1

• Any advice given should be considered and applied throughout your work as you see fit, and you can then go on to apply your sharper study skills to future pieces of work. You may need time to reflect on the advice given and consider how you would like to develop your work, so make sure you leave time for this to achieve the best results (rather than a doing a quick edit before hand-in!).
• Think about how you want to move forward: you will be learning about your subject area throughout your course, and the same ongoing development should be true of your study skills in order to reach your full potential. If there are additional areas of study skills you wish to improve, or if you would like advice on how to further develop your work once you have applied what has been discussed already, please feel free to make another appointment.

For an appointment or further advice:
Click:  http://libguides.staffs.ac.uk/AcademicSkills
Call:  01785 353500
Email:  academicskills@staffs.ac.uk
Visit:  Skills Space, Thompson Library, Stoke / Blackheath Lane, Stafford / Shrewsbury Hospital

Please note that any information provided by the team is advisory only. No liability will be attached to the University, its employees or agents for any loss or detriment suffered by a student relying on the advice given.