

5.4	Establishing a purpose	77
5.5	Deciding on a reading strategy	78
5.6	In-depth reading (using SP3R)	80
5.7	Annotating and note-taking	81

Chapter 6 Planning and Structuring More Assignments 88

6.1	Business-style report writing	89
6.2	Critical reflective writing	94
6.3	Presentations	100
6.4	Posters	105
6.5	Dissertations	107
6.6	Planning: from large- to small-scale	111

Chapter 7 Composing 117

7.1	Balancing the critical and the creative	118
7.2	Composing your first draft	119
7.3	Writing to a prompt	121
7.4	Freewriting	121
7.5	The 'no composing' approach	124
7.6	Managing your composing	125
7.7	Twelve ways to overcome writer's block	128

Chapter 8 Words and Images 132

8.1	The role of visual elements	132
8.2	Content and design	133
8.3	Using tables	133
8.4	Using graphs and charts	136
8.5	Other kinds of figure	141

Chapter 9 Citing, Referencing and Avoiding Plagiarism 145

9.1	Citing and referencing	145
9.2	Citing, referencing and academic integrity	148
9.3	Using citations and quotes	150
9.4	Plagiarism	158
9.5	Avoiding plagiarism	161
9.6	Remember, your writing is an argument – your argument	163

Chapter 10 Reviewing and Editing Your Work 165

10.1	Fulfilling the brief	166
10.2	Structure and argument	167

10.3	Paragraphs	168
10.4	Sentences	171
10.5	Grammar	176
10.6	Punctuation	179
10.7	Spelling	182
10.8	Presentation	183

Chapter 11 Using Technology to Help You 188

11.1	Using your word processor's functions (but critically)	189
11.2	Using bibliographic databases	193
11.3	Using reference management software	196
11.4	Creating tables and figures	197
11.5	Handling large documents	199

Chapter 12 Building on Success 203

12.1	Cycles of learning	203
12.2	Making the most of feedback	205
12.3	Where to get help	210
12.4	Be inspired by what you read	210
12.5	Final word	212

Glossary	215
----------	-----

Cited References and Further Reading	220
--------------------------------------	-----

Index	225
-------	-----