

“ In a world that requires people to respond to and anticipate change, these skills are essential to remaining employable. ”

(Qualifications and Curriculum Authority (QCA), 2000)

This book offers plenty of support with *communication* skills – in Chapter 5, on reading, Chapter 6, on note taking, Chapter 7, on discussing and listening and Chapters 10 and 11, on writing.

Application of number is addressed in Chapter 8 and *information technology* in Chapters 3 and 9.

Improving own learning, meanwhile, is what this whole book is about.

So, deciding to read a book like this is not an idle whim. By investing time in working your way through it, you will acquire essential skills for ‘education, employment, lifelong learning and personal development’ (DFES, 2004).

Key points

Investing in your study skills

In a world where you need to keep learning throughout your life, developing your study skills is one of the most valuable investments that you can make. The time spent on this book will be at least as valuable to you as the time spent on your course work.

1.4 The challenge of studying

Why so much fuss about study skills? Surely studying is a fairly straightforward activity – you read books, attend classes and then write essays. Where is the problem? Well, perhaps it isn’t so simple ...

“ Zahra looked up again and saw it was 7.20 pm – nearly an hour since she’d started and still she was only on page two. Another hour and she’d have to collect Mark from his class – and would she ever get started again after that? ”

Early start tomorrow morning – so can’t afford to work late tonight. And it’s the detective serial at nine o’clock – last episode – can’t miss this one. Wonder if the accountant is running the drug ring – but then what’s the link with the police chief?... No! Must get back to the book – perhaps a cup of coffee would help