

# How to Succeed at University

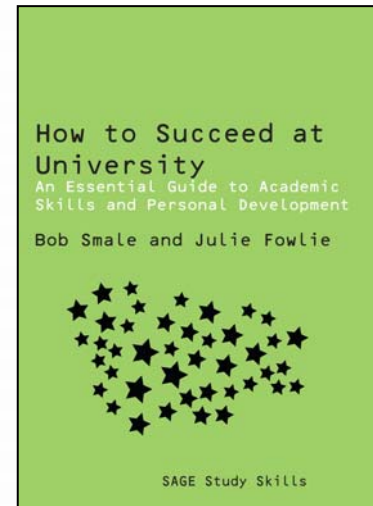
## An Essential Guide to Academic Skills and Personal Development

**Bob Smale and Julie Fowlie**  
both at *Brighton University*

This book is a uniquely comprehensive study skills and personal development guide, incorporating coverage of personal skills, academic skills and job search skills within the framework of personal development planning.

All the key skills are covered, with a strong focus on the importance of the continuing personal development process and the ultimate goal of employability. In terms of personal skills, the book offers advice on handling stress, time management and developing interpersonal skills. The academic skills section concentrates on the skills crucial for learning effectively, carrying out research, writing up your work and tackling exams. The job search skills covered include discussion of how to identify the best job according to skill set and how to stand out in the applications and selection process.

This book will be an essential companion for all undergraduate students, whatever their subject of study, and for those preparing for study at University.



### Contents

How to understand yourself and your development / How to plan your own personal development / How to improve your people skills / How to nurture yourself during the developmental process / How do you learn and how do you know what is required of you? / How to plan, conduct and review your research / How to write up and present your work in order to get better results / How to develop successful examination techniques / How to understand the job, internship or placement search process and what is required for success / How to understand the application process in order to get short-listed / How to give yourself the best chance of success in the selection process / How to continue developing yourself for your future success

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