

Dissertation Study Skills Audit Sheet [Your name] [Date of review]

This audit is for you to discover the extent to which you already own key skills you need successfully to complete your dissertation proposal and dissertation on time. The audit is in four sections: (1) IT; (2) academic writing; (3) research; and (4) your ideas for you to try to identify the areas where you need improvement. Check off each statement, or in some cases answer a short question.

DON'T WORRY IF A LOT OF THESE SKILLS ARE UNKNOWN TO YOU: THE PURPOSE OF THE PROPOSAL MODULE IS TO TEACH YOU MANY OF THESE SKILLS!

Keep the skills audit sheet in your document file and record your progress in developing these skills as we progress through the proposal module. You can also visit UWIC's study skills module on Blackboard (you are already enrolled) and try some of the study skills units there.

1. IT	No knowledge	Some knowledge	Good knowledge
1. Open and manage UWIC email account. Forward emails; attach small files such as documents or images.			
2. Set out a document in Word to conform to academic style e.g. double-line spacing, page-numbering, title page, header and footer, 12 point font, and longer direct citations indented and single-spaced.			
3. Exploit more advanced features of Word such as: bookmarks, numbered headings, styles and tables of contents to organise and navigate around a long document; reviewing toolbar to edit and mark changes; forced page breaks to separate chapters; and including a table in a text			
4. Import, format and caption images within a Word text. Make basic changes to a graphic image using a tool such as Paint or Adobe Photoshop e.g. crop, select an area, change format.			
5. Understand basic rules of copyright e.g. as they apply to internet-based images.			
6. Save documents to secure locations such as memory pens and CDs, and make back-up copies, all within an organised file management structure which prevents document loss and makes retrieval easy.			

2. ACADEMIC WRITING	No knowledge	Some knowledge	Good knowledge
1. Be able to write clear, formal English, avoiding subjective language, the use of first person and contractions.			
2. Understand and use the Harvard short referencing system.			
3. Understand the basic format and construction of a bibliography.			
4. Do basic direct and indirect citation with referenced sources, from books, journals and electronic sources.			
5. Understand what plagiarism is and how to avoid it.			
6. Operate spell and grammar checkers within Word; carry out thorough manual proof-reading of text.			

3. RESEARCH	No knowledge	Some knowledge	Good knowledge
1. Be familiar with all available library resources at Barry College and UWIC e.g. how to order books from other campuses, ask for an interlibrary loan, use slide library, use image databases available through network.			
2. Access and search in e-journals; download articles via the Athens and other portals/networks.			
3. Make internet keyword searches for information using Boolean operators and academic searching tools such as Google Scholar and OVID. Select information appropriate to research.			
4. Be able to make accurate notes from sources which must stay in the library i.e. short loan stock.			
5. If you are planning any form of data collection or primary research for your dissertation, are you familiar with the methodologies and tools you need to use?			

4. YOUR IDEAS	
Think about the study skills you need for your dissertation. Which three need the most improvement and what can you do about them?	
Skill	What I can do to improve
1.	
2.	
3.	
Make any other comments about your study skills here.	