



**Study Skills for 6th Form**  
at Newcastle University Library  
<http://sixthformstudyskills.ncl.ac.uk>



**Newcastle  
University**

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## Study Skills for Sixth Form Education Pack

This education pack contains 8 lessons for you to work through at your own pace.

They have been developed by Newcastle University Library's Education Outreach Team and are based on material from our award-winning *Study Skills for Sixth Form* website:

<http://sixthformstudyskills.ncl.ac.uk/>.

Each lesson should take no more than 30 minutes to complete and, by doing the suggested activities, you will develop some of the skills you will need to succeed in your sixth form studies.

The lessons contain a mixture of activities, including short videos and quizzes and each lesson has been designed to 'stand-alone', so it is possible for you to choose only to complete the lessons that seem most relevant to you. However, to get the most out of this pack, we would advise you to work through each lesson in order.

To complete the lessons, you will need access to the internet and a pen and paper. Scissors and glue will also be required for some of the activities.

If you have a printer, you may wish to print this pack out and write your answers in the spaces provided.

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University Library. [Explore the Possibilities.](#)

The lessons in this pack are:

[Lesson 1: An Introduction to Newcastle University Library](#)

[Lesson 2: Finding Relevant Resources](#)

[Lesson 3: Evaluating Resources](#)

[Lesson 4: Fake News](#)

[Lesson 5: Plagiarism and Referencing](#)

[Lesson 6: Academic Writing – Choosing a Question](#)

[Lesson 7: Academic Writing – Researching and Planning your Essay](#)

[Lesson 8: Academic Writing – Language and Style](#)

## Lesson 1: An Introduction to Newcastle University Library

This lesson is based on material from the 'Libraries' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/libraries/>

In this lesson you will learn:

- The names of the different libraries at Newcastle University and what they have to offer
- Some key words and phrases that will help you when using a university library
- What the Dewey decimal system is and how it works

Tasks:

### The Libraries at Newcastle University

- 1) Watch the [video](#) about Newcastle University Library which can be found on the 'Using the Library' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/libraries/>. Write down 3 things you learn about Newcastle University Library from the video:

- |                |
|----------------|
| 1.<br>2.<br>3. |
|----------------|

- 2) Visit this page of Newcastle University Library website: <https://www.ncl.ac.uk/library/contact/library-locations>. Read the information about the different libraries at Newcastle University and write down the names of the 4 different libraries and a sentence about each one:

- |                      |
|----------------------|
| 1.<br>2.<br>3.<br>4. |
|----------------------|

## Library words and phrases

- 3) Visit <http://sixthformstudyskills.ncl.ac.uk/libraries/game-matching-terms/>. Have go at the [Matching Terms Pyramid exercise](#) to learn the meaning of some words and phrases you may come across when using an academic library. You can check your answers here: <http://sixthformstudyskills.ncl.ac.uk/libraries/library-jargon/>

## The Dewey Decimal System

4) Watch the [short video about the Dewey Decimal System](#) and read the [introduction to the Dewey Decimal system](#). Now answer the following questions:

a. What is the Dewey Decimal System?

b. What do the first 3 digits refer to?

c. What do the numbers after the decimal point refer to?

d. What do the 3 letters refer to?

5) Play the [Dewey Decimal System game](#) and see if you can beat the clock to sort the books into the correct order!

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## Lesson 2: Finding Relevant Resources

This lesson is based on Material from the 'Finding Resources' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/finding-resources/>

In this lesson you will learn:

- How to find relevant resources for your studies
- How to use *Library Search* to access free scholarly research articles
- How to find scholarly literature using *Google Scholar*

Tasks:

### Finding Open Access Resources via Library Search

Open Access resources are scholarly research articles that are freely available online.

- 1) Watch the [video](#) and read the [instructions on how to find Open Access resources](#) using *Library Search*.

Now have a go at using [Library Search](#) to find the following Open Access, peer reviewed journal article:

Title: *Vision in High- Level Football Officials*

Authors: Baptista, Serra, McAlinden and Barret

Publisher: The Public Library of Science (PLOS ONE)

Date of Publication: 2017

Click on 'Full Text Available', read the abstract (summary of the article) and answer the following question:

What percentage of elite football officials in Portugal took part in this study?

- 2) Have go at using [Library Search](#) to find an Open Access journal article on a subject you are interested in.

### Google Scholar

- 3) *Google Scholar* (<https://scholar.google.co.uk/>) is an online database of scholarly literature. Have a go at using Google Scholar to find an article on a topic you are interested in.

## Lesson 3: Evaluating Resources

This lesson is based on material from the 'Evaluating Sources' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/evaluating-sources/>

In this lesson you will learn:

- How to evaluate different resources
- How to choose the best resources for your assignment

Tasks:

### Evaluating different resources

- 1) a. Print out/copy the [mind map](#) which suggests some resources you might use to find information for your assignment.  
b. Now watch the [video about Wikipedia](#) and write down some pros and cons in the correct place on your mind map.  
c. Next, complete the rest of the mind map by writing down the pros and cons of the other resources identified.  
d. Finally, if you can think of any other resources you could use, add them to your mind map and add their pros and cons too.

You can check your answers by looking at the [Positives and Negatives](#) webpage.

### Choosing the best resources for your assignment

- 2) a. Print out the [Diamond Rank grid](#) and [Diamond Rank cards](#).  
b. Use the ranking grid to arrange the cards in order of most to least important resource to use when researching for an essay.  
c. Annotate your grid to explain why you have chosen the sources you have as most and least important.

If you haven't got access to a printer, you can just write them out on a piece of paper.

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## Lesson 4: Fake News

This lesson is based on material from the 'Evaluating Sources' section of *the Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/evaluating-sources/>) and other material from Newcastle University Library's website and blogs.

In this lesson you will learn:

- What fake news is
- Why fake news is a problem
- How to spot fake news

Tasks:

### Fake News

- 1) Watch the [Fake News video](#). Now answer the following questions:
- a. What is fake news?

- b. Give 3 reasons why fake news a problem:

### How to spot Fake News

- 2) Read the [introduction to Fake News](#) and read the blog post [How to be a Fake News Ninja](#) and study the poster [How to Spot Fake News](#). Write down your 5 top tips for spotting Fake News:

1.
2.
3.
4.
5.

3) Look at the 3 different [examples of Fake News](#) and complete the chart below:

<b>Fake News</b>	<b>How it is made to look real</b>	<b>What may cause you to question whether it is really true?</b>
Newspaper article		
Tweet		
Website		

## Lesson 5: Plagiarism and Referencing

This lesson is based on material from the 'Plagiarism' and 'Referencing' sections of the *Study Skills for Sixth Form* website:

<http://sixthformstudyskills.ncl.ac.uk/plagiarism/>

<http://sixthformstudyskills.ncl.ac.uk/referencing/>

In this lesson you will learn:

- What plagiarism is and how to avoid it
- What is meant by citation and referencing
- How to reference information using the Harvard style of referencing

Tasks:

### Plagiarism

- 1) Watch the short [video about plagiarism](#) and read the information about plagiarism from the Sixth form Study Skill website: <http://sixthformstudyskills.ncl.ac.uk/plagiarism/>.

Now answer the following questions:

- a. What is plagiarism?

- b. Give 3 examples of plagiarism:

- 1.
- 2.
- 3.

c. Give 3 tips to avoid plagiarism:

- 1.
- 2.
- 3.

2) Test your knowledge of plagiarism by having a go at the plagiarism quiz:

<http://sixthformstudyskills.ncl.ac.uk/plagiarism/quiz-plagiarism/>

## Referencing

3) Read the information about citation and referencing from the Sixth Form Study Skills website:

<http://sixthformstudyskills.ncl.ac.uk/referencing/>

Now answer the following questions:

a. What is citation?

b. What is referencing?

c. Which website can you use to check how to reference something?

4) Test your knowledge of referencing by having a go at the referencing quiz:

[https://www.ncl.ac.uk/library/assets/external/teaching/referencing\\_quiz.html](https://www.ncl.ac.uk/library/assets/external/teaching/referencing_quiz.html)

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## Lesson 6: Academic Writing – Choosing a Question

This lesson is based on material from the 'Academic Writing' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/academic-writing/>

In this lesson you will learn:

- The different types of academic question
- How to define your own academic question

Tasks:

### Types of question

- 1) Read the information about types of question: <http://sixthformstudyskills.ncl.ac.uk/academic-writing/choosing-a-question/types-of-questions/>
  - a. Complete this table:

Type of Question	Definition
Closed	
Open	
Implicit	

- 2) Read the information on [choosing the words in your essay question](#):
  - a. Play the [drag and drop words game](#) to match the terms with their definition.
  - b. Look at the [example questions](#) and then have a go at the ['What makes a good academic question?' quiz](#).

### Defining your own academic question

- 3) Read ['Defining Your Question'](#) and have a go at coming up with your own academic question, using the [pyramid graphic organiser](#).

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## Lesson 7: Academic Writing – Researching and Planning your Essay

This lesson is based on material from the 'Academic Writing' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/academic-writing/>

In this lesson you will learn:

- How to manage your time when researching, planning and writing your essay
- Some different methods of notetaking
- Some practical tips for structuring your essay

Tasks:

### Managing your time

- 1) Read the information about [managing your time](#) and look at the pie chart.

Does anything surprise you about the amount of time it is suggested you should spend on each element? If so, what?

- 2) Watch the [video on notetaking](#). Write down 5 tips for effective note taking:

- 1.
  - 2.
  - 3.
  - 4.
  - 5.

- 3) Look at the different [methods for organising your notes](#). Which of these methods have you used in the past? Which do you prefer and why?

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- 4) Read the [practical tips on structuring your essay](#). Summarise the main points in the form of a flow chart/mind map/spider diagram/table or by using bullet points and/or sub-questions.

- 4) Read the information on [signposting and subtitles](#).

Look at an essay you have written in the past and highlight:

- a. The major signpost you have used
- b. Any connectives (linking words and phrases) you have used.

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## Lesson 8: Academic Writing – Language and Style

This lesson is based on material from the 'Academic Writing' section of the *Study Skills for Sixth Form* website: <http://sixthformstudyskills.ncl.ac.uk/academic-writing/>

In this lesson you will learn:

- What sort of language to use (and avoid) when writing an essay
- How to write in a formal style

Tasks:

### Language and Style

- 1) Watch the short [video on language and style in academic writing](#) and answer the following questions:

- a. What are contractions?

- b. What are colloquialisms?

- c. Fill in the gaps in the table below:

Contraction	Should be
Isn't	
	Have not
They've	
	I have

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d. What academic words or phrases could you use instead of the words below?

Colloquialism/slang/local accent word	Should be
Canny	
Okay	
Dead easy	
Alright	

e. Read the information on formal style, cautious style and avoiding narrative and then have a go at rewriting the paragraph below:

*In conclusion, penguins make fantastic pets. I've always had one since I was little. My dad bought it for me because he loves penguins, it sleeps in a little paddling pool by my bed. We feed it fish that we buy from the supermarket.*

f. Have a go at the [proof-reading exercise](#) to see if you can spot the deliberate errors.