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Note generali	"A Gower Book"--Cover.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	1. Writing essays and dissertations -- 2. Writing reports -- 3. Producing portfolios and journals (including diaries, blogs, etc.) -- 4. Giving a presentation, viva or being observed -- 5. Doing a project -- 6. Succeeding with exams (or tests) -- 7. Finding, using and analysing information and evidence -- 8. Plagiarism and referencing -- 9. Making notes -- 10. Presenting your work. Making it look good -- 11. Discussions : face-to-face and on-line (in seminars, groups, etc.) -- 12. Working in a group or team -- 13. Dealing with other people -- 14. Action planning : identifying actions. Making recommendations -- 15. Handling time and pressure -- 16. Solving problems and making decisions -- 17. Reflecting on your learning and experience (including feedback) -- 18. Personal/professional development planning (PDP).