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# Preparing for Your Future: Study Skills to Get Ready for University, College and Work. Choose Your Course, Study Skills, Action Planning, Time Ma

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Preparing for your Future: Study skills to get ready for university, college and work. Choose your course, study skills, action planning, time management, write a CV, employability and career advice. Are you ready for university or college? This book is perfect for people just starting on their higher education studies. It starts with choosing your college and course and goes all the way through to thinking about your employment at the end. It's full of useful skills to help you learn such as: how to reference, writing essays, writing lab reports, taking lecture notes, structuring essays, thinking critically, managing your time, planning your studies, giving presentations, preparing for exams, writing CV's, literature reviews and lots more. There are loads of exercises and you can download copies of many of the worksheets from our website. [www.uolearn.com](http://www.uolearn.com). The book is easy to read with lots of examples and good advice on how to study. A great guide to prepare you for your future studies. Review: This book covers everything you need to know about going onto further education - from choosing your degree subject and which Uni to study at, to how to successfully and efficiently study, to making career choices and writing your CVs. The majority of the book covers, as you would expect, how to plan and study effectively. I particularly like the action plans and case studies. Studying at uni is so different to learning at school, you have to take responsibility for it, and the book gives plenty of guidance at achieving this. If you are planning on going to college or uni, or you have a child planning to do so in the near future, this book should be the first stop on the journey. About the Author: Angela Hepworth, Angela has over twenty years' experience teaching in Further and Higher Education. She is a Senior lecturer in the department of Sport and Physical Activity at Edge Hill University in Ormskirk, Lancashire specialising in personal and professional development and complementary therapies. She also specialises in life coaching. Since the Dearing Report in 1997, Angela has been responsible for developing personal and professional development planning, working closely with other higher education institutes and the Centre for Recording Achievement ([www.recordingachievement.org](http://www.recordingachievement.org)). Angela has presented her work at conferences and held workshops for staff and students around the country. Angela has worked extensively with students to support them in developing their academic skills to help them pass their degrees and also to encourage the students to work towards their goals which will allow them to develop themselves personally and professionally towards their chosen careers and dreams. Angela has a daughter Emma Louise and a granddaughter Ebony Mai who inspire her to keep going. As well as lecturing at the university Angela travels all over the world as a guest lecturer on board cruise liners. Angela's areas of expertise include: Personal and Professional Development; Complementary Therapies; Academic Skills; Life Coaching; Motivation Skills.

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