



Useful references

Monash resources

Language and Learning Online

<http://www.monash.edu.au/lls/llonline>

Interactive tutorials, sample essays and reports with lecturer comments and guidance, reference materials and other resources on academic skills and language.

LLOnline Writing

<http://www.monash.edu.au/lls/llonline/writing>

Interactive exercises, sample essays and reports with lecture comments and guidance.

Faculty of Business and Economics: Q Manual

<http://www.buseco.monash.edu.au/publications/qmanual/>

Information on all aspects of Bus/Eco writing and referencing using the Harvard system

Library online tutorials

<http://www.lib.monash.edu/tutorials/>

Information, tutorials and examples on many aspects of research and referencing. Try the How to... section

Plagiarism

<http://www.lib.monash.edu/tutorials/citing/plagiarism.html>

What is plagiarism? Links to the Monash University policy on plagiarism and an interactive quiz on plagiarism

Research and writing

Anderson, J & Poole, M 1994, *Thesis and assignment writing*, 2nd edn, John Wiley & Sons, Milton, Queensland.

Woodward, JA 1997, *Writing research papers: investigating resources in cyberspace*, NTC Publishing Group, Chicago.

General communication

Dwyer, J 1993, *The business communication handbook*, 3rd edn, Prentice Hall, Australia.

Huckin, TN & Olsen, LA 1991, *Technical writing and professional communication for non-native speakers of English*, International edition, 2nd edn, McGraw-Hill International Editions, USA.

Putnis, P & Petelin, R 1999, *Professional communication: principles and applications*, 2nd edn, Prentice-Hall, Australia.

Dictionaries

Concise Oxford Dictionary

Shorter Oxford English Dictionary

Longman Dictionary of Contemporary English

Macquarie Dictionary

Roget's Thesaurus

Study skills

Ballard, B & Clanchy, J 1984, *Study abroad: A manual for Asian students*, Longman, Malaysia.
Excellent section on preparing students for the demands of a "western" system of education. Also contains a useful list of references.

Marshall, L & Rowland, F 1993, *A guide to learning independently*, Longman Cheshire, Melbourne.

Smith, M & Smith, G 1991, *A study skills handbook: For students studying in English*, OUP, Melbourne.

On-line learning skills resources, James Cook University

<http://www.jcu.edu.au/studying/services/studyskills/online.html>

Learning resources on a range of study skills

Unilearning website

<http://unilearning.uow.edu.au/>

Comprehensive information on study skills from several universities

Purdue University's Online Writing Lab

<http://owl.english.purdue.edu/>

A collection of resources covering many aspects of English language, grammar, writing, and research. It also has APA and MLA referencing style guides online.

Grammar references

Darling, C 2001, *Guide to grammar and writing*, Capital Community Technical College, Connecticut, USA <http://grammar.ccc.commnet.edu/grammar/>

Jordan, RR 1990, *Academic writing course*, Collins Study Skills in English, Collins ELT.
Good appendices on grammar and punctuation

Murphy, R 1992, *English grammar in use*, CUP, Cambridge.

Swan, M 1989, *Practical English usage*, OUP, Oxford.

Style guides

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Australia.

English as a second language resources

Capital Community Technical College - Darling's Guide to Grammar and Writing

<http://grammar.ccc.commnet.edu/grammar/>

Virtual Language Centre Hong Kong

<http://www.edict.com.hk/vlc/>

Randall's ESL Cyber Listening Lab

<http://www.esl-lab.com/>