

# Support for higher degree research students

## The role of the ASO.

Your primary and most important resource is your supervisory team. Use it as much as you can. The Academic Skills Office is available for additional help specifically targeted at developing the range of skills involved in postgraduate research.

## What is available from the Academic Skills Office?

- ❖ Free, confidential, one-to-one consultations for advice on academic skills involved in postgraduate research; for example, improving your writing (structure, style, grammar, punctuation) and avoiding plagiarism.
- ❖ Factsheets dealing with the most common writing problems. These can also be downloaded from the web: <http://www.une.edu.au/tlc/aso/students/factsheets/>
- ❖ A small library of study skills-related books which can be used or borrowed.
- ❖ Referral source to other resources.
- ❖ Useful links to study skills websites, accessible from ASO homepage: <http://www.une.edu.au/tlc/aso/students/services/smart-sites.php>.
- ❖ A list of contact details for professional proofreaders

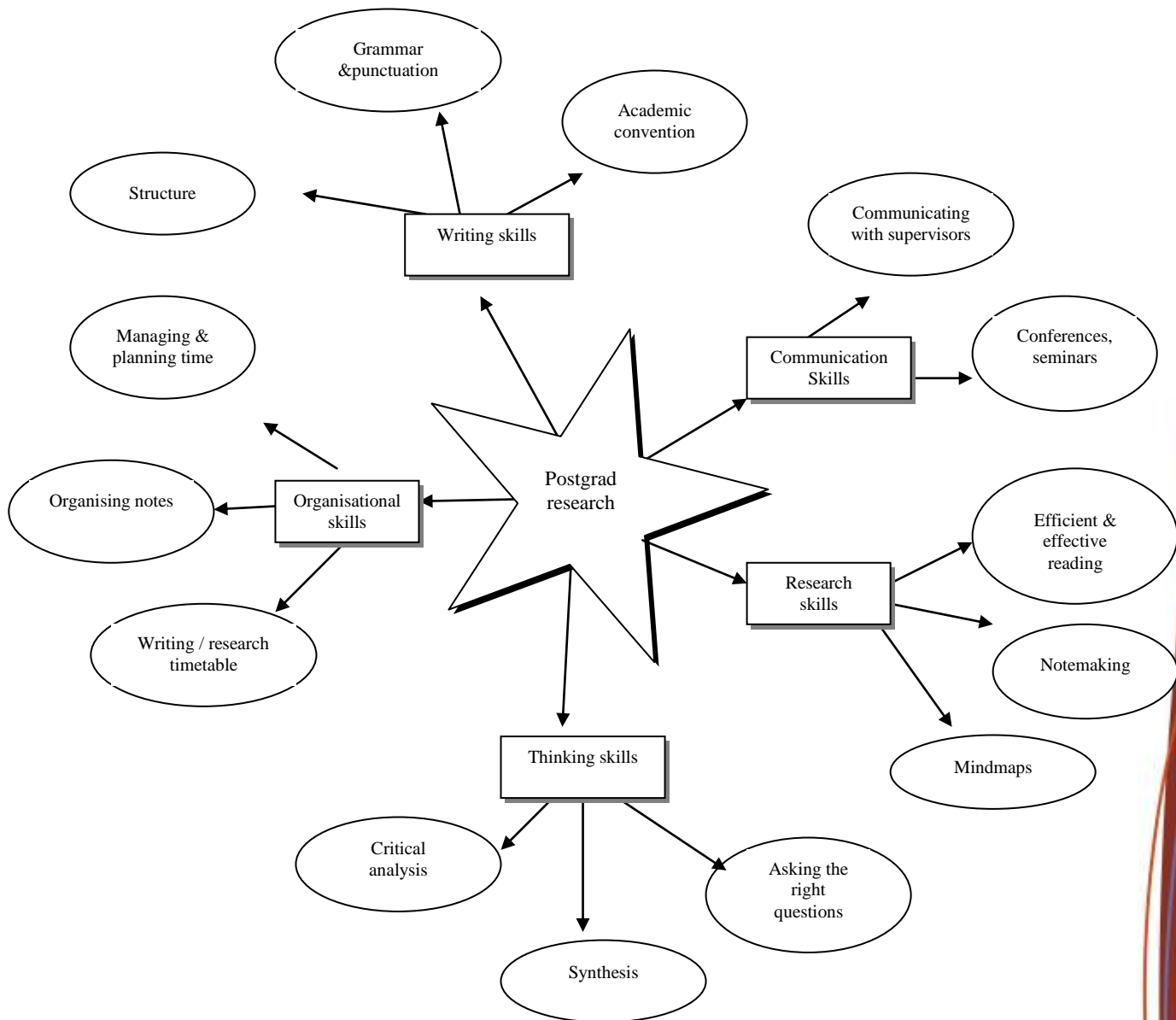
## What is not available?

- ❖ Advice about content issues.
- ❖ Technical or specialised support such as statistical, methodological design or information technology help.
- ❖ We do not edit, proofread or rewrite. If academic writing is a problem, come and see us for advice early in the writing stage.

## Some useful resources:

- ❖ Check the links from the ASO website to a range of **grammar, referencing and writing style** sites to help you with your sentence structure and writing style. From the ASO homepage, click on 'Academic skills online', and then click on 'tUNEup your writing rules'.
- ❖ For resources on **research skills**, such as searching for information, evaluating sources and writing your thesis, go to eSKILLS Plus on the UNE library website. A particularly useful resource when it comes to writing up your thesis is the 'Using Microsoft Word to Create a Thesis' document located under '**Using Word to write your thesis**' at <http://www.une.edu.au/library/eskillspus/career/submitting.php>
- ❖ If English is not your first language, it is sometimes difficult to know if words 'go' together particularly prepositions following adjectives or nouns. A useful tool is a **concordancer**. This program will match groups of words with a database of millions of texts, showing you the more likely combinations of words, and helping you to make your English writing sound more natural. Try the online concordancers at <http://www.collins.co.uk/Corpus/CorpusSearch.aspx>  
<http://www.lexutor.ca/concordancers/>

## The ASO can help you to develop these research skills:



### Contact details

**Website:** [www.une.edu.au/aso](http://www.une.edu.au/aso)  
**Online Bookings:** Click on 'ASO Bookings' at the above site.  
**Email:** [asohelp@une.edu.au](mailto:asohelp@une.edu.au)  
**Phone:** 02 6773 3600

For more information and practice in using commas, see <http://www.une.edu.au/tlc/aso/students/programs/tuneup/rules.php>