



ACADEMIC SKILLS

Individual Report

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Introduction

This report focuses on the evaluation of a specific source – The Study Skills Handbook, written by Stella Cottrell. The book as stated in its headline focuses on the elaboration of each academic skill, the methodology of development of those skills, and also tactics of implementation.

The academic skill set contains various skills which once learned are supporting the improvement of individuals. In the book, all academic skills are adjusted to the academic environment, however after a simple comparison with the business environment, and life experience I managed to make the connection between the academic skills and the business environment.

Apart from the essence of the book, its presentation is influential and engaging to read. The illustrations, maps and charts are placing the foundation for easy comprehension and support the initial idea of building own independent thought. Stella Cottrell's approach simplifies the understanding of the academic skill set and shares tested methods of how those skills can be used.

The academic skill set contains the following skills: Time management, research skills, reading comprehension, computer skills, self-discipline, critical thinking, group work, interpersonal skills, writing, and accepting constructive criticism. Those skills are focused on altogether improving the learning capabilities of students and better their behaviour and communication within respectable establishments and official conversations. Which is the main reason why academic skills are so important. Individuals who understand how to use them are more likely to succeed within the business environment.

Evaluation and Analysis

Commonly academic skills are thought during the years of higher education and services to present to the students a new method of communication and better their capabilities to take responsibilities and improve their self-discipline. The main reason one of the first modules which students learn when they join higher education is academic skills is that they are required to understand the nature of academic skills and be prepared to join the rest of their studies.

The impact academic skills make in completing higher education is that throughout the modules, students have been assigned tasks to complete, which require a specific approach – using academic language and improved writing skills which are usually not part of the day-to-day

communication of individuals. Also, time management and planning skills are necessary when conducting research, developing assignments, and managing tasks following a set time frame. Comprehensive reading and representation focused on the methods of understanding the presented information and being capable of evaluation and representation in an individual way. Therefore, implementation of critical thinking is required for students, regarding the capability of filtering what information is relatable to the topic of discussion. Critical thinking allows individuals to subtract from outside influence, focus on proven facts and develop their independent thoughts about the topic. Another vital skill for students is interpersonal skills, which show one's capability of corresponding with other people and conducting a logical and engaging conversation. Usually, interpersonal skills are developed since birth, however, if an individual struggles with communication, there are many opportunities for improvement. Teamwork is also one of the academic skills which are improved during the years of higher education. It represents the capability to work in groups, share ideas and develop discussion on a given topic, managing to extract conclusions about a certain issue. Altogether academic skills form a personal improvement platform for individuals and prepare them to enter the business environment.

Considering the fact that academic skills are one of the major requirements applied by employers to their job applicants, learning this module proves the statement that education is preparation for the future career development of students, not only because of the vocational studies they have chosen but also because of the improved wide range individual skill set.

Time management

Time management teaches individuals to be time sensitive and more responsible about the decisions and actions they take. Being capable to manage time, shows a high quality of self-discipline, and improves self-presentation in front of the community. Furthermore, it increases the individual's ability to complete tasks and increases their work capacity.

The skill has a psychological foundation. People tend to feel oppressed when they can't manage their time and complete all tasks on their agenda. It often affects the work-life and personal life balance, causing an increase in stress levels, and therefore leading to the path of mental health problems, like depression.

Many people are putting a price on their time, meaning evaluation of tasks and their prioritization based on whether they will gain profit or not. This psychology which most people share can lead to overworking and increased levels of dissatisfaction, therefore depression and

decreased willingness to engage with activities. Putting a price on how they spend their time, especially with poor time management skills leads to ineffectiveness.

Personal evaluations

My life experience has shown me that my time management skills need to be improved significantly. On many occasions, my perception of time has been wrong which caused me many issues afterwards. For example, missing flights, incapability to make plans with friends and relatives, and incapability of completing work-related tasks on time. This has affected me in ways where people don't trust me and my capability to complete even simple tasks, in a personal and professional matter.

Apart from trust, the lack of time management has led to missing opportunities for various types of experiences from a personal perspective, and also to constantly increased levels of stress. The stress on many occasions led to me feeling low and incapable and made me lose any desire to engage in any type of communication. Time management is impactful, and that is the reason why I have started to implement methods in improving that skill, like note-taking, scheduling, setting reminders, etc.

One of the reasons I have chosen to study higher education was to improve that skill and be more productive. Time sensitivity is usually personal quality, which people are born with, however, I believe that with an evaluation of the knowledge I have gained, I would be capable of improving my time management skills.

Conclusion

Academic skills are valuable skill sets that contribute to an individual's character development and increase opportunities for future career development. It implements a formal manner of correspondence using specific words and phrases which are not used in day-to-day conversations. Apart from the formality of academic language, the academic skill set is included skills for personal management, such as time management capabilities, critical thinking, debating, research development, reading comprehension, self-discipline, teamwork capability, and more additional self-improvement. Following Stella Cottrell's book – The Study Skills Handbook were made conclusions on the impact of academic skills on one's capability to integrate into a community and conduct different types of communication effectively.

This report focused on explaining not only the importance and influence academic skills have but also on a particular academic skill – time management. Unfolding the essence, meaning and impact of the time management skill were extracted the conclusions:

- Time management has an impact on individuals' mental health
- the lack of it leads to poor self-presentation and shows low levels of self-discipline which might lead to struggles with employability later in life.

I had the chance to conduct an evaluation of my personal time management skills and to develop conclusions on what changes should be implemented in my day-to-day routine, so I can be more trustworthy and effective.

References

- Cottrell, S., 2019. *The Study Skills Handbook*. Houndmills: Bloomsbury Academic, p.187; 28; 57.