The concept and application of study skills within academia

Discussed on this poster are some crucial study skills in which contribute to a successful academic career. Time management, paraphrasing and critical thinking are three of many qualities used in academic learning.

Time Management

There are many skills which are pivotal to have a successful career in academia. One of which is, time management. When approaching time management, it is important to be realistic about the schedule you maintain; keeping a good study and personal life balance is beneficial. The University of Edinburgh (2023) alludes to the point of adding aspects such as copious amounts of sleep and relaxation periods into your schedule which can be advantageous to keeping your brain stimulated and functioning allowing you to focus or carry out academic tasks more competently.

Cottrell (2013) suggests, that there are 10 steps which can be followed to manage time well. These are:

1. Be systematic.
2. Find out your time requirements.
3. Clarify how you use your time now.
4. Decide how you want to use your time.
5. Prioritise.
6. Plan.
7. Do it.
8. Apply time management techniques.
9. Manage distractions and procrastination.
10. Monitor.

(Cottrell, S. 2013)

Paraphrasing and Plagiarism

Paraphrasing is another key skill to acquire for academic learning. This grants you the ability to rewrite a piece written or spoken in your own words. By being able to do this you can adjust statements to suit personal writing styles and show a great understanding of the knowledge gained. Further allowing somebody to expand more in depth or to the point of a subject or area; whilst maintaining the originality of the piece preventing academic plagiarism but increasing the understanding of both the new author and the subject.

The University of Hull (2023) suggests that a good way to avoid plagiarism is by making sure the notes taken and used in assignments are in your own words. Another effective way to avoid plagiarism is by ensuring an accurate reference list has been created during research times. By doing so you can access the information read and used with ease and ensure that there has been no accidental plagiarism. Cottrell (2013) gives exercises which can be practiced to help gain the skills to be able to avoid this.

Citing sources where the information has been found is also an effective way to avoid plagiarism.

Critical thinking

Critical thinking is having the ability to curiously investigate topics from all aspects in a non-biased manner. It is an important skill to have as it will create the opportunity to delve deeper on research projects. Having the ability to critically evaluate topics is a crucial skill in regarding studying new skills both in life and academic fields, it allows for the clear rational understanding and deciphering of information found through primary and secondary sources alike.

It gives way to being able to successfully construct your own arguments by using your evidence effectively through analysing and evaluating it, then applying those arguments and skills to your studying. By using a secondary source, I believe this quote to clearly state the importance of critical thinking:

Critical thinking is the art of making clear, reasoned judgements based on interpreting, understanding, applying and synthesising evidence gathered from observation, reading and experimentation. (Burns and Sinfield, 2016, p94).

(Source: Transparent Study Skills png, 2018)

In conclusion, the academic skills listed above are just some of the transferable skills which could benefit someone's academic career. There are many sources which can provide support in expanding these skills.

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Reference List

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