



UNIVERSITY OF WALES  
**Trinity Saint David**  
**London**

**BA Business Management**

**Assignment 1**

**Academic Skills single report**

**Cottrell Stella - The Study Skills Handbook**

**Chapter 12 - Critical thinking**

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## 1. Introduction

*“Nothing in life is to be feared, it is only to be understood. Now is the time to understand more, so that we may fear less” (Marie Curie)*

This report will evaluate critical thinking, its definition, and the various aspects attributed to it by analysing Chapter 12 of Cottrell Stella's book *The Study Skills Handbook*, which defines and analyses it, as well as its applicability in student life at home or at work, and in social relationships of any kind.

Critical thinking is a skill that all of us need and can develop. It helps us find out how things work and why things happen in the way that they do, understand the world around us, anticipate more precisely what might happen in the future, make decisions that are wiser, keep things in perspective, do the right thing, and find creative solutions to problems.

If we don't employ systematic ways to analyse information, events, and even our own cognitive processes, our brains have a tendency to hunt for shortcuts and simple answers, and we're more likely to be misled as a result. Through the course of our lives, we come to understand that things are not always as they appear. Every single one of us has unconscious biases that we are unable to recognise unless we employ methods that are objective. Even though we are aware of this fact, it is still possible for us to miss essential stages and clues that could direct us to the conclusions that are the best, most accurate, fairest, and most objective. Because of this, we need to exercise extreme caution, never stop asking questions, and constantly look at things from a variety of angles and points of view.

## 2. Summary of the book – Presentation skills

“Critical thinking means putting surface appearances under close scrutiny in order to understand more fully why things are as they are. It requires us to:

- draw objective conclusions ...
- based on a sound line of reasoning ...
- following a balanced, objective, systematic investigation of all, and potentially conflicting, evidence ...

- keeping our own reasoning process under scrutiny.”

*(Cottrell, 2017).*

- Summarize the key information in the book you have chosen
- Follow the advice provide we discussed in class about writing summaries

## About reading

*“Read not to contradict and confute, nor to believe and take for granted; nor to find talk and discourse, but to weigh and consider. (Francis Bacon)*

Reading critically, writing critically, and listening critically are all methods for developing critical thinking skills. Critical thinking requires training and education for the brain, that can be accomplished through reading, writing, and listening.

Critical thinking is activated when reading in order to identify reasoning and its critical evaluation in context, questioning outer edge appearances and verifying hypotheses, conclusions, and subliminal messages, identifying evidence in the text, evaluating the evidence according to viable criteria, identifying the writer's conclusions, and finally deciding whether the evidence provided by the author supports these conclusions, in order to identify reasoning and its critical evaluation in context, questioning outer edge appearances and verifying hypotheses and conclusions.

In a similar manner, critical thinking in writing entails being clear about one's position on the problem, including hypotheses and conclusions, constructing a clear line of reasoning, introducing facts to justify the reasoning, analysing perspectives and weighing the evidence for each in a balanced manner, gathering insight, integrating it to develop a position on the topics, and adopting a critical stance.

Critical thinking in listening demands for the identical level of comprehension as critical thinking in reading, in addition to the following factors being considered: checking for consistency in what is being said, checking that body language with what is being said.

## 3. Evaluation of the skills (use your own headings)

- Importance of skills (academic and professional career)
- Tips related to the skills
- You can mention what lessons we took from reading the book

- You can mention another source (s) if you wish

#### 4. Conclusion

- Summary

## REFERENCES

- Cottrell, S. (2019) The Study Skills Handbook, 5th Ed. London: Red Globe Press.
- <https://www.criticalthinking.org/pages/defining-critical-thinking/766>