

What is critical thinking?

'Critical thinking has been described as an ability to question; to acknowledge and test previously held assumptions; to recognise ambiguity; to examine, interpret, evaluate, reason, and reflect; to make informed decisions; and to clarify, articulate, and justify positions.' (the university of louisville)

According to (Eales-Reynolds, L.J. *et al.* 2013 p. 2) when thinking critically it is important to ask the question why. Critical thinking means we need to question everything we are reading, by doing this you are increasing your own knowledge of the topic.

Note taking

(Burns, T. and Sinfield, S. 2012) states that taking notes is a crucial and one of the most liberating things that you could learn as a student.

Pritchard (2008) suggests that taking good notes is a type of critical reflection that the author is trying to display. He also states that, bad note taking is erratic choices of things that the author has said. He believes that having good notes is the outcome of thinking and analysis. Cottrell (2019) believes that there is no 'best method' to use when taking notes, however, there are some points that she suggests taking into consideration.

Referencing

Referencing is an important part of study as it shows that you have researched and read various sources to develop your own writing. Pears (2019) describes referencing as the procedure of recognizing the work of others within your writing. By referencing, it allows the reader to find the original source material quickly and simply.

If you do not reference the work which you have read, you would be plagiarising. According to Cottrell (2013), plagiarism is using the work of others within your work, without giving the author and source credit. She also suggests ways that you can avoid plagiarism including writing your notes in your own words and writing down where you read the ideas from. She also states that when you have used somebody else's ideas in your work, even if it is not a direct quotation you should cite the sources where you found the information. At the end of your assignment, you should include a full reference list that corresponds with your citations.

Time Management

According to Moore (2010), time management is one of the most essential parts of study, which many students find difficult. Moore (2010) also believes that there are three issues students may face when managing their time. Them being planning, procrastination, and perfectionism.

(Burns, T. and Sinfield, S. 2012) says that several students will delay work until a deadline scares them, which in turn may decrease the students' self-esteem. The NHS (2018) suggests diverse ways that will help manage your time successfully. They believe that you should first set out your goals. The NHS (2018) also believes that creating a to-do list is another way that will help manage your time successfully. Another way the NHS (2018) suggests doing to manage your time, is prioritizing. This can be done by prioritizing tasks into four groups. These groups being, urgent and important, not urgent but important, urgent but not important and not urgent or important.

Conclusion

To conclude, I believe that my three chosen skills, Referencing, time management, and note-taking are all crucial methods that will develop and strengthen the ability to think critically. These skills allow you to look closely at arguments and ask questions so that you have a better understanding of the topic.

Burns, T. and Sinfield, S. (2012) *essential study skills the complete guide to success at university*. (ed.) London: SAGE publications.

Cottrell, S. (2013) *the study skills handbook*. (ed.) England: Palgrave Macmillan.

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Eales-Reynolds, L.J. *et al.* (2013) *critical thinking skills for education students*. (ed.) London: SAGE publications

Moore, S. (2010) *The ultimate study skills handbook*. Maidenhead: Open University Press.

NHS (2018) *Easy time-management tips*. Available at: <https://www.nhs.uk/mental-health/self-help/tips-and-support/time-management-tips/> (accessed 16th october 2021)

Pritchard, A. (2008) *Studying and learning at university: vital skills for success in your degree*. Los Angeles: Sage Publications

Pears, R. (2019) *Cite them right: the essential referencing guide*. London: Red Globe Press

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