

Developing Effective Study Skills

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Introduction

A poster to show effective ways to aid and support studying at an academic level. What are study skills? – ‘Study skills are the skills you need to enable you to study and learn efficiently’ (*Study skills*, 2011-2023). There are many skills that one needs to have to be able to study at an academic level. Planning and understanding the task set out, is a way to begin effective studying. Day (2018, p. 21) maintains that if you understand what you need to do then; ‘research...reading...writing style...reviewing and editing’ enables you to study effectively.

Time Management

The first aspect to note when thinking about time management is to think about using your time smartly and sensibly. Cotteral. S (2019) highlights setting priorities and working out the best order to achieve the final goal and to ‘consider what is the most urgent or important.’ This is supported by TSCFM (2023) who states, ‘People can work smarter when they learn to manage their time effectively’. For instance, thinking about what must be completed first and not what you may want to do first, using your time wisely.

S

yle - Which style helps you to learn?

H

abits – Do you have good or bad habits when studying?

A

ttitude – Think about your frame of mind when you are learning.

P

references – how you like to learn!

E

xperiences – Life and previous learning could affect study.

Cotteral (2019, p. 74)
Picture showing ways that aids study

Critical Thinking



A picture to show what critical thinking is TSCFM (2023)

To be able to study effectively you must be able to think critically. Dr Grace Lee explains that critical thinking is a process that your mind makes to decipher information and to reason with what you have heard/read. (How to Improve Critical Thinking Skills in The Workplace (2022, 1:24). Eales-Reynolds (2013) suggests that to be a critical thinker you must be aware of your own knowledge or beliefs; but not to let them influence what you are researching and to be willing and open to new ideas. With this in mind, to develop critical thinking study skills, the academic must be able to form a ‘clear reasoned judgement’ (Beyer, 1995) and look at different points of view.

Effective Reading

It is a well-known fact that when studying at an academic level ‘a great deal of time is spent reading’ Study skills (2011-2023) in line with the skill Critical thinking above the same skills apply when reading, ‘you should be always reading to interpret and analyse. Nothing should be taken as fact or ‘truth’. Study skills (2011-2023). This can be concluded to mean that one should read with an open mind and research the subject to clarify meaning. To read effectively Moore (2010, p. 45) says that when reading ‘it is up to you to figure out whether something you read is valuable or not’. Planning what you need to read and using the reading lists set will enable the learner to read effectively along with independent research from a competent source.

Conclusion

In final analysis, one that can conclude that to develop effective study skills there are many factors that you must take into account when studying at academic level. All of the points above; time management, thinking critically and reading effectively, along with other skills, will help to achieve the final outcome for the academic learner. ‘Research show that these skills will not only help you in study but are transferable to life skills too.’ Study skills (2011-2023).

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