

Introduction

This poster expresses the different attributes that contribute to the skills and personal qualities that are needed to support academic study.

Collaborative Study

What is it?

Collaborative study is the skill of being able to work as part of a team or group. Working on assignments and or tasks such as presentations, group projects and group talks. (Cottrell, 2019, p. 171)

Reasons/benefits for collaborative workings

According to Cottrell (2019, p. 171) benefits include a wide range of viewpoints, appreciating the knowledge drawn from having more than one perspective, opportunity for students to share their knowledge and to learn from each other whereas (Spence, 2022) suggests it can help with building supportive and caring relationships, build self-esteem and benefits social skills and emotional wellbeing.

Skills, principles and challenges

Being able to accept what others may have to offer, ensuring that you are a useful team member. To give and be willing to receive constructive criticisms, helping others to make positive contribution. Cottrell (2019, p. 172) states challenges include trying to understand what motivates others, how to organize the group to ensure each member of the teams' skills are used to the best effect. Whereas (University of Sheffield, 2023) suggests challenges include thinking of different peoples learning styles and understanding what your role is as well as others in the group.

Enabling good discussion

being encouraging to keep everyone motivated and focused, ensure everyone is involved and everyone gets a chance to voice their opinion and to build on each others ideas (Cottrell, 2019, p. 177)

Preparing for a presentation

Start by introducing yourself, trying to swap emails or contact numbers, figuring out what experience and or skills everyone brings to the group and choosing someone who can co-ordinate the meetings (Van Emden, J. and Becker, L. 2016, p. 97)

Note Taking

What do you need to note?

What parts would be needed?

How and when will information be used?

Only what is relevant.

Noting only the valuable pieces of information. (Cottrell, 2019, p.226)

Method for note taking

Having to identify the main ideas of the information.

Ensure the points you have made and or gathered have been summarized.

Making sure that you make a note or record of where the information has come from.

(Cottrell, 2019, p. 226)

Organizing your notes

Cottrell (2019, p. 171) suggests methods such as using separate files or folders, making sure any labels are clear and numbering pages to make finding notes more efficient. Whereas (Newcastle University, 2023) suggests using color for your notes to make them stand out to draw attention. Using symbols and images to represent different ideas and leaving space to add more information later.

Difference between taking note and making notes

It is not advisable to make note of exactly word for word of what your lecturer tells you during a discussion unless informed otherwise or writing down word for word information from any other source.

Making notes involves paraphrasing, highlighting and the ability to structure your notes to avoid potential plagiarism.

(Moore, 2010, p. 45)

How note taking can help?

There are many different reasons as to why a student should take notes such as Cottrell (2019, p. 172) suggests that taking notes helps complete assignments, helps with planning and that summing up information briefly in notes helps with memory. Whereas Day (2018, p. 81) suggests that it can help keep your attention, to stay focused and can help you to stay organized to further expand on your original ideas.

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Time Management

As Moore, (2010, pp. 133) states; 'time management is a bit like dieting or exercise, you know you should be doing it, but put off starting, or soon give up.'

Examples of areas in your life that could dictate on your time

Cottrell (2019, p. 121) suggests that family, social life, personal hobbies, more than one occupation can dictate on your time. Whereas Levin (2007, pp. 1) suggests 'time cannot be managed!' Which would coincide with the points that Cottrell (2019, p. 121) makes in the respect that sometimes our time simply cannot be managed as individuals have responsibilities that have to be carried out alongside academic study

Time Awareness

You must judge how you use your time at present and decide how you would like to use it. Cottrell (2019, p. 121) states that this can be done by prioritizing your outstanding tasks and or duties that need to be fulfilled. Whereas (Warwick, 2022) highlights that if there is not enough time for down time then it can make it harder to be productive.

Steps for good time management

Steps include having a list of your time requirements, trying to keep to your plan and see it through and trialing different time management techniques such as to do lists or daily task schedules and applying them in a way that suits you. Attempting to validate how you use your time currently and making decisions as to how you can try to improve and or gather more time throughout your day. (Cottrell, 2019, p. 127)

Effective planning

Using a planner or diary to make a note of important dates and or events. For example, deadlines, exam dates. It is important to keep a note of where you need to be and with who. (Cottrell, 2019, p.137)

Conclusion

This poster highlights the study skills that are used to support academic study to enable students to manage their studies effectively.

Reference List

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