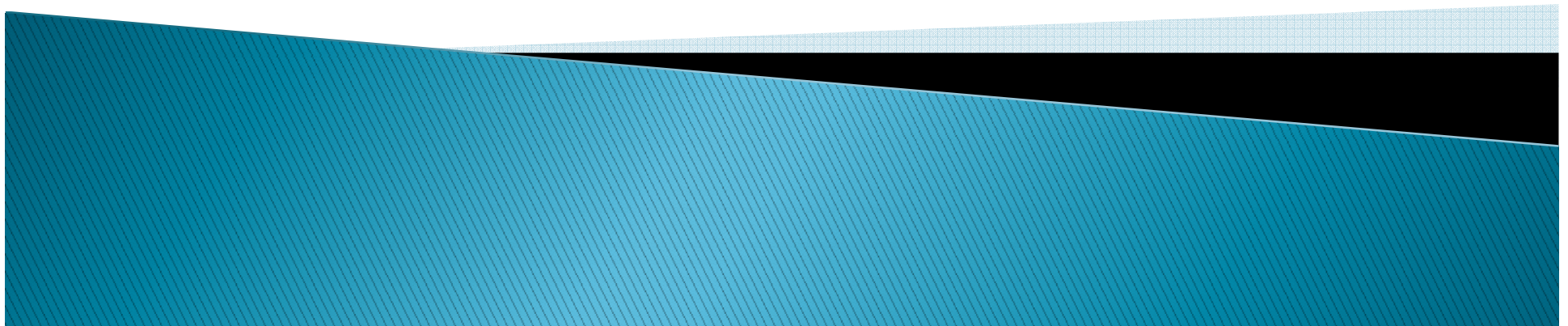


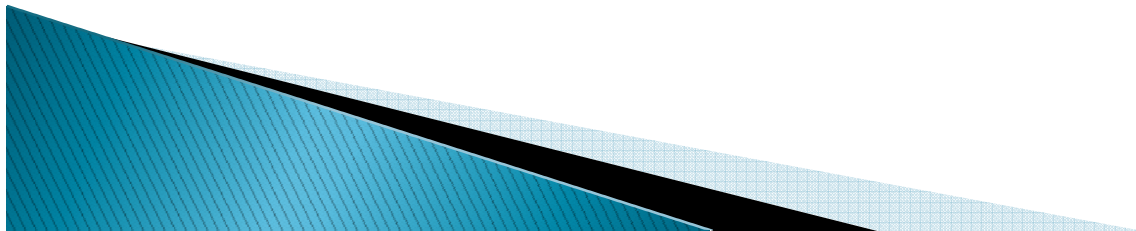
Applied Personal and Professional Development

Angela Masurier



Module Content

- ▶ Identify skills
- ▶ Understanding the learning process
- ▶ Organise study
- ▶ Gather relevant information
- ▶ Communicate and present information
- ▶ Develop writing style
- ▶ Referencing
- ▶ Revision and exam techniques
- ▶ Measures of central tendency.
- ▶ Key research skills & data collection methods.
- ▶ Using a variety of software applications effectively.

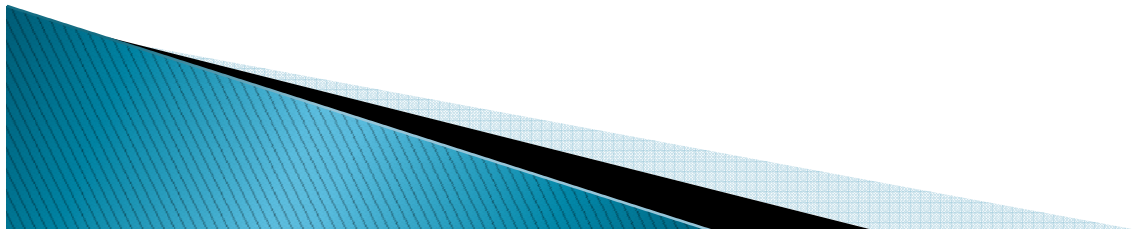


Learning Outcomes

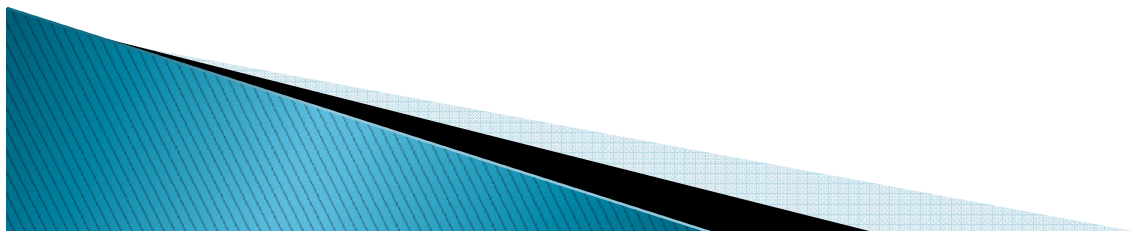
- ▶ Create a portfolio of work that demonstrates knowledge and applied skill of a variety of academic and career skills including business software applications.
- ▶ Reflect on benefits and challenges associated with the academic career and software skills used in the production of the portfolio work.

Assessment

100% Coursework

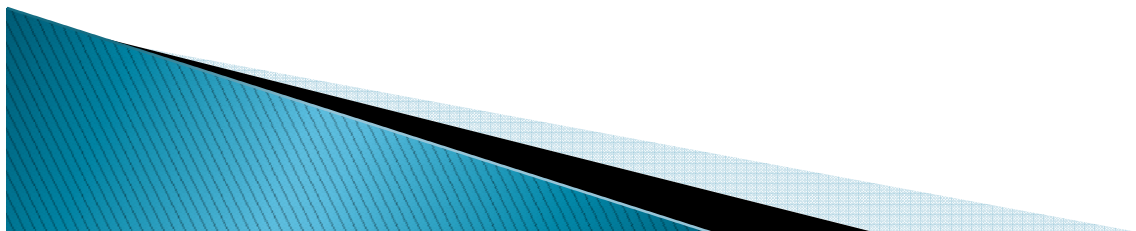


Why is it important to develop effective study skills?



Effective Study Skills

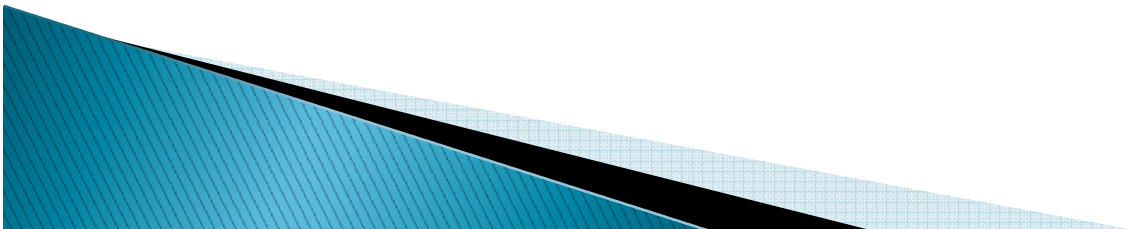
- ▶ Evolve and mature through practice, trial and error, feedback from others and student reflection.
- ▶ Study strategies and software skills can accelerate the learning process.
- ▶ Students need to develop a reflective, active, positive approach to learning, and to take responsibility for their own learning.
- ▶ Study skills promote a deeper understanding of the topics studied throughout the Programme, they support lifelong learning, and are the transferable skills desired in the employment context.



What do you think your lecturers will look for when marking your work?



What gets good marks?



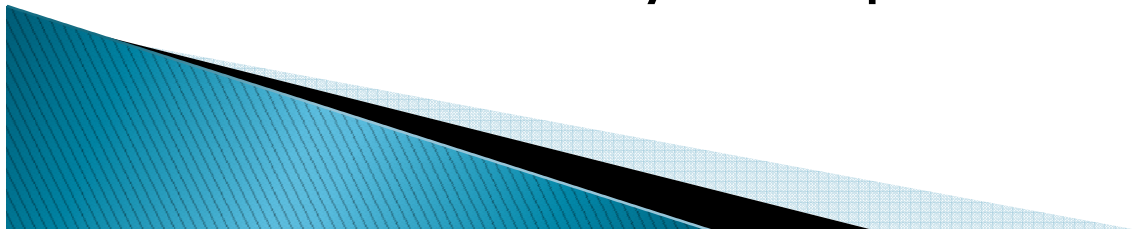
What gets good marks:



Low Marks

Lowest marks are found in essays/reports which:

- ▶ have a weak structure.
- ▶ show little research, thought or reflection.
- ▶ are descriptive with no analysis or argument
- ▶ consider only one point of view.

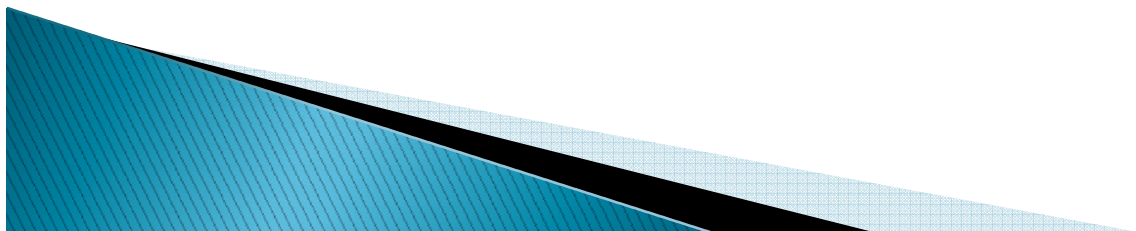


Better Marks



Are awarded for essays/reports which:

- ▶ show an understanding of the main issues
- ▶ answer the set question
- ▶ develop an argument or point of view
- ▶ draw conclusions
- ▶ reveal some thought and reflection
- ▶ organise information into a structure
- ▶ give evidence to support main arguments and points of view.

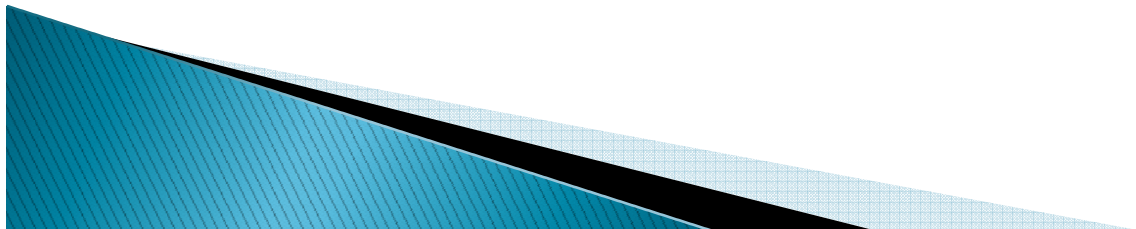


High Marks

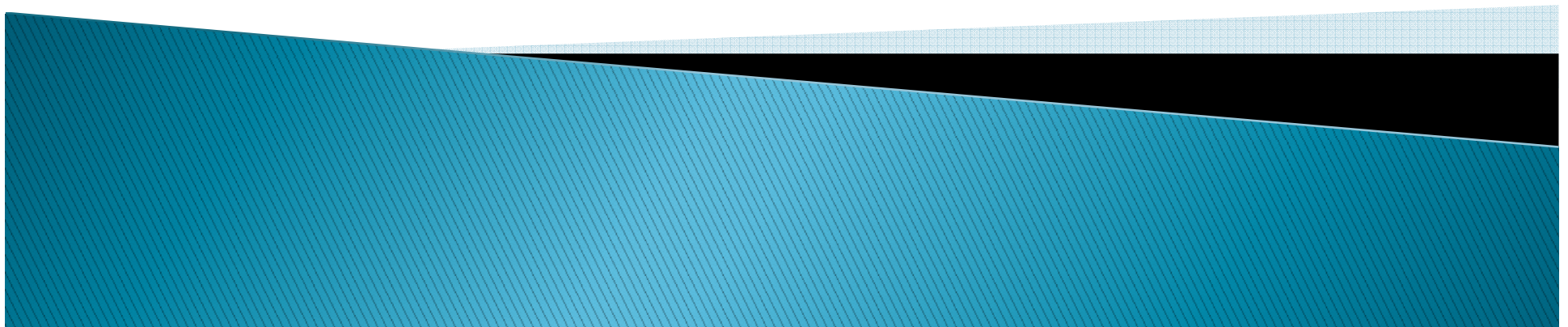


Higher marks are given for work which includes all of the points listed in 'better marks' and:

- ▶ reveals a good understanding of why the topic is significant, in relation to underlying issues and concerns.
- ▶ reveals understanding of how the topic relates to broader issues.

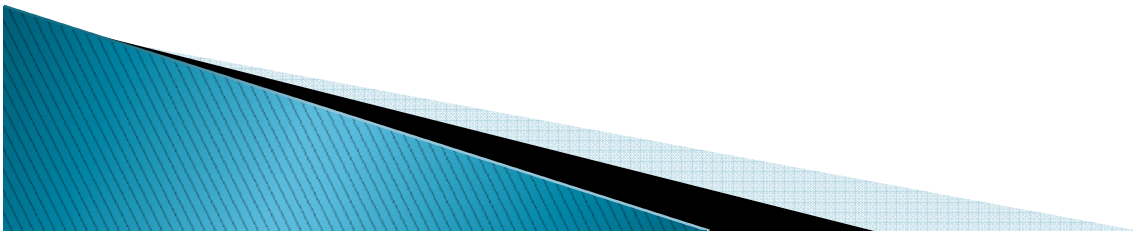


Identifying your Skills



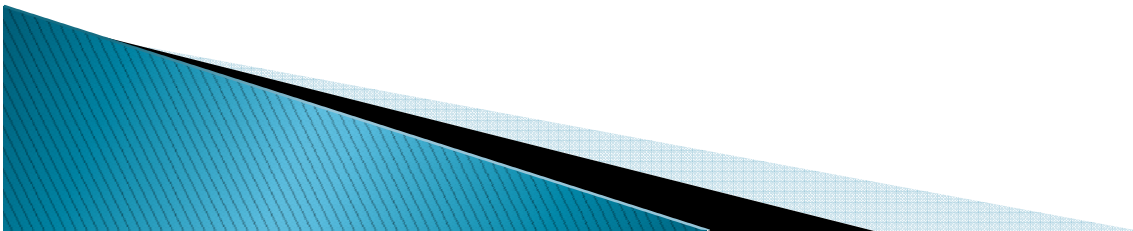
Skills

- ▶ What is a skill?
 - *“a skill is a learned activity – something you can develop through practice and reflection”*
 - *“to be skilled is to be able to perform a learned activity well and at will”*



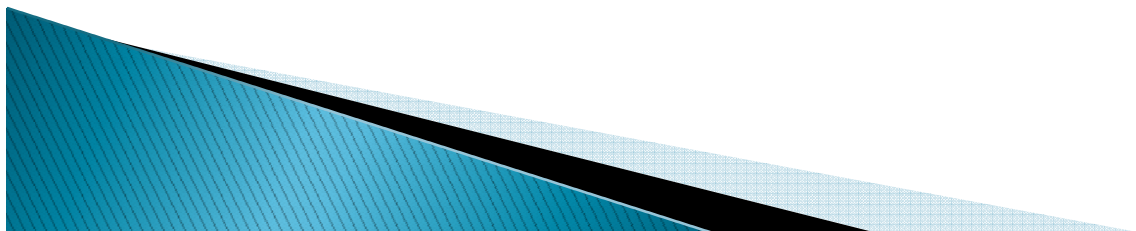
Skills

- ▶ Fine tuning a skill involves developing personal qualities as well, such as;
 - Awareness
 - Commitment
 - Determination
 - Perseverance
 - Self-motivation
 - Time management
 - Positive thinking



Five Study Skills Components

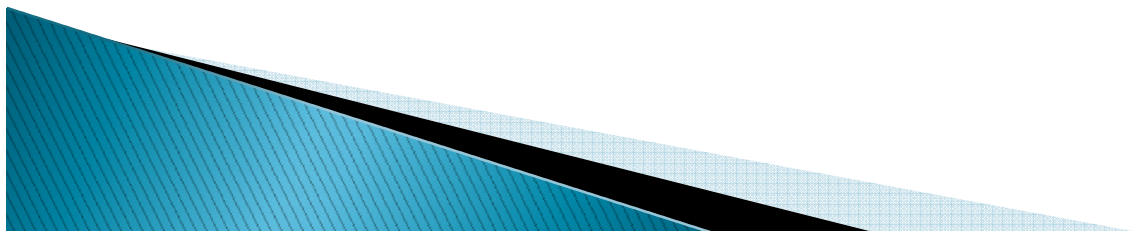
- ▶ Self awareness and self evaluation
- ▶ Awareness of what is required
- ▶ Methods, organisation, strategies
- ▶ Confidence and permission
- ▶ Familiarity: practice and habit



Skills and qualities you have now :

- ▶ **Skills audit**

- Identifying your current skills
- Evaluating skills and setting priorities
- Update profile



Reading List

Cottrell, S. (2008) Study Skills Handbook, 3rd Edition, Palgrave Macmillan: Basingstoke.

Sherman, J (2009) IT Skills for Office,
Hodder Education

