

What is critical thinking?

Critical thinking is something learners do every day without realising. It is when a person makes an analysis before making a judgement on believing something (Wireless Philosophy, 2014). For example, critical thinking occurs when someone repeatedly thinks of worthy reasons before considering something. Therefore, learners will take into consideration the points before deciding whether it is creditable. Several thoughts and different processes will be done. Critical thinking is a skill because learners must take in both sides of the argument without being prejudice. According to Cottrell (2003) "good critical thinking includes recognising good arguments even when we disagree with them, and poor arguments even when these support our own point of view." This statement suggest Cottrell believes people should not biased when forming an opinion, critical thinkers should always be realistic and ask themselves questions before agreeing on something. Critical thinkers will be more successful as employers will look for critical thinkers when employing new people because a critical thinker shows the person can problem solve which a key factor in successful working.(Campbell, no date)(University of Sussex.2021)

Study skills

Name: Lucy Morgan Student number: 2103533 Module code: ECGE4003P

Time management skills

Time management is skill that all students must utilize during education. This is when a student is realistic and organized with their work (Cottrell, 2013). There are many ways a student can keep up to work and meet deadlines such as making lists, having a diary or putting reminders on a mobile phone. Being organized will help students throughout the academic year holistically. It will by reduce their stress levels, by allocating enough study time and using it wisely will allow students to work in small amounts instead of doing it all last minute. (Cottrell,2013). Cottrell's work (2013) shows that students should keep track of their studies, decide how they want to spend their time and then use it wisely. Similar to Cottrell, Siewert also believes time management is essential. Jan Siewert produced a theory called the Alpen Method. This method showed students should first make a list of things they would like to complete in a day. Then throughout the day following the list and completing all the tasks. To help make the plan easier Siewert suggested people should prioritize tasks and give themselves realistic time goals. (Serene, No date) (Shah, 2016)

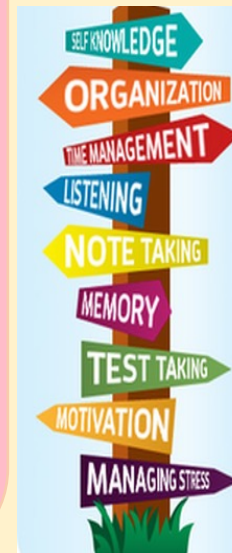
Note taking skills

This is a skill that practitioners and students will do without thinking. Note taking is when a person records information by writing it down either on paper or on a device. This is one way of learning for many students. Every student is different when it comes to note taking. Each student will have a stagey such as colour coding, bullet pointing, short sentences, writing only key information. Note taking is how students document information from lectures. There is one note taking method called Cornell method taking. This stagey is known by many professionals. Cornell states when note taking for the first time the student should note take as well as possible. Then leave a column empty, after the lecture finishes the student should go back to their notes and summaries the key information. Students should follow the five note taking rules by Cornell:

- Record
- Reduce
- Recite
- Reflect
- Review (University of Maine Fort Kent, 2021)

Research and referencing

Research and referencing could be seen as most vital study skill. In every piece of work a student completes, research must be used in order to support their work. There are many ways students can discover new information by using different resources such as websites, books, eBooks, journals...Books are seen to be credible sources. Authors must go through many processes before they can be published. It must be shown to many editors and given deteriorations to change. (Davis, 2021) When researching all students must reference their work. This is when students make a list of links as to where they got their information from. This is for people to see where the student accessed the information from and if it is reliable. If someone does not reference work, it can be seen as plagiarism. Plagiarism is when someone copies someone else's work and it be done in many ways. On the one hand, students may plagiarize on accident. Some students may not understand what it is and does it without knowing. However, on the other hand some students will plagiarize by copy and pasting work when rushing. Plagiarism can have a serious consequence and is seen to be a crime.



To conclude study skills are crucial for every students success. Once students understand their work and see progress, it will allow them to be on top of their learning and be motivated to complete it to their best ability. Being organised and using time management skills will decrease stress which is something many students struggle with. Being stressed can affect the human body in many ways. The way a student thinks can be affected like attention span, concentration levels, learning and memory (Neurosci 2012). All these are factors needed to be able to learn meaning critical thinkers will only be able to function without stress. This shows students should use their study skills in order to complete their work without stress. (University of Strathclyde Glasgow 2021)

(Source: Study skills,2021)

Reference list:

Campbell, M. (No Date) *Top 5 Skills Employers Look For*. Available at: <https://newmanu.edu/top-5-skills-employers-look-for> (Accessed on: 7th October 2021.)

Cottrell, S. (2003) *Critical thinking skills*. New York: Palgrave.

Cottrell, S. (2013) *The study skills handbook* 4th edn. Hampshire: Palgrave Macmillan.

Davis, B. (2021) *Is a textbook a credible source*. Available on: https://www.mvorganizing.org/is-a-textbook-a-credible-source/#Is_a_textbook_a_credible_source. (Accessed on: 11th October 2021)

Neurosci, A. (2012) *Relationship between general intelligence, emotional intelligence, stress levels and stress reactivity*. Available at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4117081/> (Accessed on 11th October 2021)

Serene (No date) *The top 7 time management theories tested and reviewed*. Available on: <https://sereneapp.com/7-time-management-theories-reviewed/> (Accessed on: 13th October 2021)

Shah, N. (2016) *Why is time management key?*. Available at: <https://www.stress.org.uk/why-is-time-management-key/> (Accessed on: 7th October 2021).

The International Association of Project Managers (No date) *What is the ALPEN method?* Available at: <https://www.iapm.net/en/events/iapm-blog/!/show/419/what-is-the-alpen-method/> (Accessed on: 11 October 2021)

University of Maine Fort Kent. (2021) *Cornell Note Taking Method*. Available at <https://www.umfk.edu/student-success/academic-support/notes/>. (Accessed on: 7th October 2021.)

University of Sussex. (2021) *Critical thinking and reading*. Available at <http://www.sussex.ac.uk/skillshub> (Accessed on: 7th October 2021.)

University of Strathclyde Glasgow (2021) *Study skills and why you need to think about them*. Available on <https://www.strath.ac.uk/seesdirectorates/studentupdates/oct2015studyskills/> (Accessed on: 13th October 2021)

Wireless Philosophy. (2014) *Critical thinking – Fundamentals: Introduction to Critical Thinking* [Video]. Available at: <https://www.youtube.com/watch?v=Cum3k-Wglfw>. (Accessed on: 7th October 2021)

Image - <https://mycareerguidance.ie/study-skills/>