

Skills and personal qualities that will contribute to successful Academic writing.

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Introduction

This piece of work will discuss the skills and personal qualities necessary to contribute. the successful development of academic writing. Using these skills in learning opportunities will raise the quality of study to a more academic level. McPherson says that being a successful student is more about being a smart user of effective strategies than about being smart

Time management

While planning time management, being realistic will make it easier to get all the work done in time before deadlines as well as having time for family, other studies and having a social life. Having effective time management will be more beneficial to achieve study results and by creating a timetable it will make the work and having time for families, and social life, a lot easier and become organized for planning other activities. Creating the timetable on a weekly basis is more beneficial, it will also become easier over time to plan workloads and other activities. However, having a mobile device can make it extremely hard to work because of the temptation to go on social media or texting friends, making sure the temptation is out of the way and having the mobile phone out of reach and on silent will make the time to do work a lot easier. People never realize how long they spend on their mobile phones until they look at the clock to see hours have passed by and that they have not done any work or a small amount of work. It can be extremely easy to get distracted by anything, for example, a notification going off on a phone, or just seeing it in reach. Over the last few years, people have doubled the amount of time spent on social media or on their phones in general. Everything is on the internet, even when it comes to work. Everyone gets distracted by the internet; we get focused into something that they are reading and by the time they finish it, it is two hours later. Cottrell gave 10 steps to good time management, and three of these include being systematic in time management, finding out the time requirements, clarifying how to use the time currently.

Note Taking

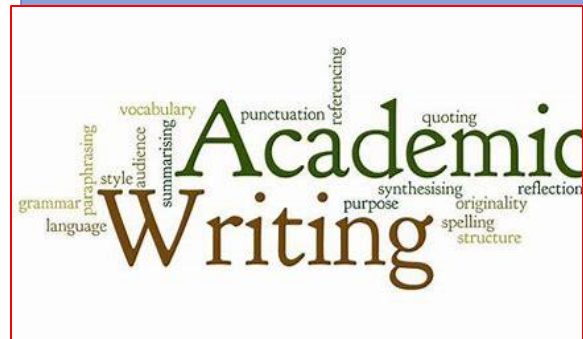
The skills to note taking can include research, documenting and recording, academic reading, and ICT. It is important to take notes because it is a useful way to keep a record of key details which could be useful in the future, note taking can also help with understanding and assignments. With taking notes, learning how to be selective and knowing what information will be needed, that will give more time to continue to listen with what is being said. Keeping short and simple notes, leaving room to add to the notes is also important in case something has been missed, it will also make the work look neater and easier to find the information at a later date. There are strategies to take notes, including keywords, main ideas, and messages, recording the sources and underlining, highlighting or bullet pointing important notes. To avoid missing important points, do not copy large pieces of the information given, rewriting the notes to make it neater and forgetting the references, as that would lead into plagiarism, which could lead to warnings and can be profoundly serious.

Academic writing

There are many unique styles to academic writing. These can include writing in formal, writing in the third person, referencing handbooks from Moodle, and giving evidence of the research that has been done to complete the work. To be successful in academic writing the key points to remember are; to be objective and cautious, there is so much more especially to remember that academic research is not in black and white and to remember to always write in the third person. To be formal, do not use slang, for example, write 'cannot' do not shorten down the words. Always write the words down fully instead of shortening words down. Remember to be formal and not to use the words that people use daily, for example, 'This is well out of order because.' Make sure to never write down 'kids,' writing kids is very informal, always say children. Critical writing is also a key point in academic writing; use the evidence provided and make notes to support and develop arguments. Think of each paragraph and why it is being written, for example, why is this being written? Or what point is being made?

Conclusion;

From this research it is clear the three topics covered are some of the most important skills and qualities to own to succeed in Academic Writing.



References

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- UWTSD Powerpoint, *Lecture 4 Academic writing*
- UWTSD Powerpoint, *Lecture 2 Note Taking*
- UWTSD Powerpoint, *Lecture 1 Time Management*

