

Academic skills that contribute to the development of academic writing

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Introduction

Academic skills are an important part of university life, by having these skills it gives individuals the chance to strive to their best academic selves. This poster talks about three academic skills that will benefit individuals looking to strive throughout university.



Note-making

According to Cottrell (2013) note-making helps with understanding and memorising what has been said within lectures. By making notes it is helping with having all the important information needed for assignments. It is also important to remember to note where the information comes from, to ensure referencing can be done afterwards. Cottrell (2013) states that note-making helps when planning assignments, note making also helps ideas flow when thinking on what to do for an assignment. Note-making gives the opportunity to plan out an assignment. Student should try and organise their notes so that it will be easier to look back on, students can do this by having a project notebook in which each section the student can have for each topic. For online notes students can create separate folders for each topic. Students can also date and number pages when handwriting their notes. To ensure the information being used is referenced students can keep an updated reference list within their files.



Time management & organisation skills

Cottrell (2013) suggests many ways in which students can manage their time, for example students can use to do lists, so that they know what they need to do. Students can also use a planner, within this planner students can note down how long it will take, when they will do it, students could then even write down how long it took. Cottrell (2013) suggest that high visibility is useful when planning for work for example, students can highlight important dates like the due date for their assignment so that they can stand out from other dates within the student's planner. Students can also set their priorities, students can decide what they think is more important to complete first and then complete the task within that order. By having time management and organisation skills it allows students to have a choice on what they do with the time that has been saved for example, spending time with family or enjoy having a social life but It could also be preparing for assignments to help achieve better grades.



Referencing and avoiding plagiarism

Referencing is an important part of any assignment during university, without having accurate referencing students could be in serious trouble, this is called plagiarism. Cottrell (2013) states that plagiarism is using the work of other people without acknowledging that they have done it. For example, plagiarism could include words that are basically the same of which have been used in books, lectures, articles or anywhere else it is fundamental to ensure that referencing is being used as students can get into serious trouble, which can lead to the student's work being disqualified. This can then have a major impact on the student's grade. To ensure referencing is done efficiently and correctly students must paraphrase in which students are taking the persons work and putting it into their own words but student must remember to add the reference as they are still using someone else's work . When using a direct quote quotation marks should be used at the start and end. Students must also ensure they provide a reference list at the end of their assignment.

Conclusion: Overall, these three academic skills are all as important as each other, without these skills students would be setting themselves up for failure, it is Fundamental or students to use references to ensure their work is credited and can be used. It is also important to remember that without time management and organisation skills it will be harder for students to manage their studies alongside extracurricular activities.



Reference list

Cottrell, S. (2013) *The Study Skills Handbook*. (4th edn). Hampshire: Palgrave Macmillan.