Critical thinking

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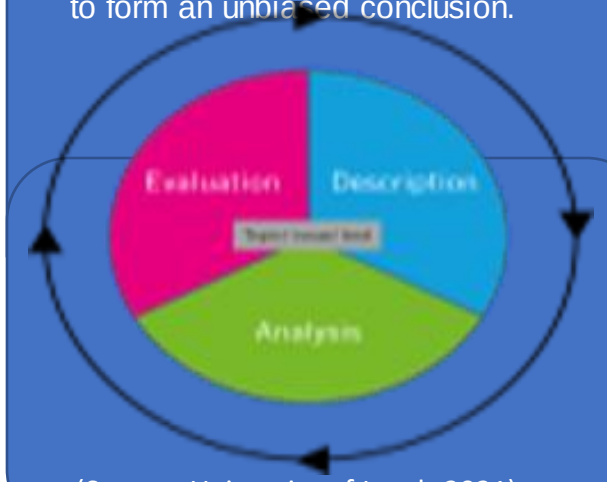
Introduction

Eales-Reynolds *et al* (2013) suggests critical thinking is the ability to question the arguments, and opinions of others, to do this a person would need to research the evidence used to support a particular argument, and in turn analyse and evaluate that evidence. They should remain impartial and embark on the exercise without any preconceived ideas, and not draw upon any personal experiences or views that they may have. Being objective will allow them to form an unbiased conclusion.



(Source: University of Leeds 2021)

Time management

time management tools such as creating a daily timetable, making a to do list, setting goals and prioritising tasks can be an effective way to achieve in academia, particularly when studies are combined with a career, family life and hobbies it can sometimes prove challenging to reach a balance.
Cottrell (2013).

As Nevins (2007) points out that study time should be used productively . Be prepared and know what information is needed for the assignment being worked on, do not make copious amounts of handwritten notes or re-write notes. Avoid distractions and identify any possible triggers for procrastination.

Paraphrasing and plagiarism

Plagiarism is the act of presenting the work or ideas of another person as your own, it can be both intentional or accidental.
Kettel (2018). Suggest that in order to avoid plagiarism a student should practice the read, re-read, list and compose model, this would enable better understanding of the material and allow the student to keep to the original message whilst paraphrasing.
Plagiarism can also occur through incorrect or lack of referencing. "Referencing is the process of acknowledging other people's work when you have used it on an assignment or research" (Pears and Sheilds, 2019, p1).

Academic reading

According to Cottrell (2013) Academic reading should be selective only reading what is relevant to an assignment it is not always necessary to read a whole book or journal for research, find topics by using the contents guide or index. Once located scan the pages for key words that relate to the assignment. Material used should be from a reliable source and recent.
Godfrey(2018) suggest that reliable sources should have a clear provenance allowing the creditability of a piece of material to be checked, particularly if it is from an organisation or a website. Be non-biased, meaning the author has put forward the material objectively and not included their own personal views, and any books or journals will have been per reviewed prior to publication.

conclusion

By using a variety of study skills a student will be able to develop a deeper understanding of all aspects of academia, and reflect on which practices suit their needs best.

Reference list

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

Eales-Reynolds, L.J. *et al*. (2013) *Critical thinking skills for education students*. Second edition. London: Sage Publications.

Godfrey, J. (2018) *How to use your reading in your essays*. Third edition. London: Palgrave.

Kettel, R. P. & DeFauw, D. L. (2018) Paraphrase Without Plagiarism: Use RRLC (Read, Reread, List, Compose). *The Reading teacher*. [Online] 72 (2), 245–255.

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Levin, P. (2007) *Skilful time management!* Maidenhead, England ;: Open University Press.

Pears, R. & Shields, G. J. (2019) *Cite them right the essential referencing guide*. 11th rev. and expanded ed. London: Red Globe P.

University of Leeds. (2021) *A model for critical thinking.* [Online]. Available at: htpp://www.Library.leeds.ac.uk (Accessed on 19 September 2021).