

Introduction

It is generally considered today that study skills within academic studies are really important. Here are 3 topics that will explain why and how they are within academic studies. The 3 topics I will be covering are: Time Management, Spelling & Grammar and Note taking. This poster will include the use of personal experiences which will either agree or disagree with what other people have said.

Note taking

According to (Leeds University, 2021), note taking is very important to help people to remember information, understand what is being learnt and to clarify the individual's thinking. This source have also provided a tutorial on how to take notes which include different approaches to note taking. Additionally, this source explains why note taking is important, how to take effective notes, techniques of note taking and finally how to review and organise notes that have been made. Lombardi (2019) was another reliable source for the topic of note taking. Lombardi, who is a literature expert has given some advice on what to do before a class, what to do during the class and then how to review notes. Lombardi also provided a video on how to take effective notes within class. From the information provided, it is obvious that both sources agree with each other and have provided the same advice on how to achieve good notes which will of course help to understand what has been done within class.

Conclusion

After much investigation and research, it is clear that many aspects including those mentioned contribute to better academic skills and being a critical thinker. Note taking, time management and spelling and grammar are all equally important if wanting to improve academic skills. One skill by itself would not be enough to improve or strengthen academic writing.

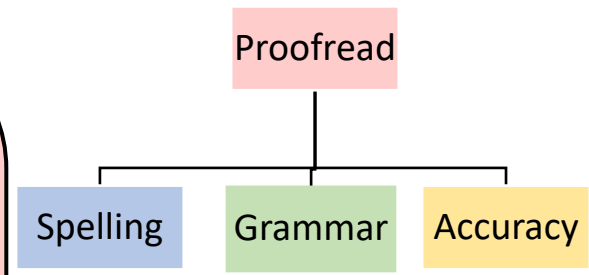
Time Management

The first argument suggests that (Cottrell 2013, p. 123) has given multiple strategies in order for people to be able to manage their time better so that they have more time to do the things they enjoy doing or would like to do. Following on from that, (Cottrell 2013, p. 127) has provided 10 steps to effective time management which include planning and being systematic to name a few. Additionally, (National Health Service, 2018) was a useful source of information which provided five strategies for better time management. These included focusing on goals and prioritising important tasks to list two out of the five. In addition to the five strategies provided that improves time management, this source of information also suggests that better time management can make people more relaxed, focused and in control of situations.

Spelling & grammar

According to (Harrison, Jakeman and Paterson, 2012, p.118), there are six reasons why words are commonly spelt incorrectly. One reason could be due to people thinking that words are spelt the same as they sound, for example 'temporary'. Another reason for words being misspelt is because many words have a difficult mix of single and double letters, for example 'accommodation'. Within this source of information they provide a rule in order to help with spelling certain words. It is a common rhyme, although not everyone may know about it.

In addition to (Harrison, Jakeman and Paterson, 2012, p.118) the (BBC, 2017) was a useful source of information which explains the importance of good spelling. This source suggests that "spell check" is part of the problem and as much as it serves a good purpose, it can sometimes cause more harm than good. This is because it can sometimes change a word that is spelt incorrectly to a different word and unless proofread, can turn a piece of work into a different context if a word has been changed. This suggests that spelling is important in order to ensure that what is being said is accurate.



Adapted from (Source: Dreamstime, 2000-2021)

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Reference list

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