

Introduction

What is Critical Thinking?

Critical thinking is when you don't always believe the first piece of information you receive before you believe the information you take key elements of the information and do some background checks. You would not believe the first headline you read in the paper, you would take the important parts of the information and look further in to this. You will find out where they received their information from and are their sources reliable? Once you have worked that bit out you can then move on to working out if their version of events add up, can everything they said that happened happen at the time they have stated they happened? By completing these steps you are eliminating information that you do not believe to be true and backed up the information that makes more of a logical sense and that is what a critical thinker does with most of the information they receive.

According to Beyer (1995) critical thinking means “making clear, reasoned judgement”. Beyer (1995) also went on to say that a person needs to be open minded when it comes to receiving information, by the person keeping an open mind it will help them to judge the information that they have received and allow them to make an evidenced based conclusion.

In the book *Palgrave Study Skills- Critical thinking skills* Cottrell talks about critical thinking and that it is a cognitive activity associated with them using their mind. Cottrell then went

on to say critical thinking gives you a wide range of strategies to be able to make more informed decisions about information you received is likely to be true and effective.

Palgrave Study Skills 3rd addition, (2017)

Eales-Reynolds believes that critical thinking is not only in adults but in young children as well. Once a young child starts to talk they are said to be critical thinkers, and that is when we first start learning how to become a good critical thinker. One of a child's first and most famous questions is why and that is why adults normally dread the question “why?” because it is often an endless litany.

Eales-Reynolds, (2013) p.2

Ege (2021, p. 1-2) said that to become a critical thinker they must be a very open minded and wary person who will question the information they receive. They need to have challenging thinking strategies that will help them to overcome their limitations and exclude the possible faults, which will also help them to reach a reliable conclusion. Following their strategies will help them to become good critical thinkers.



(Source: Adobe Stock, no date)

Note Taking

Note taking is an effective skill to have when studying or in meetings. Note taking allows you to look back and relevant information you have received and learn more about something from your own words, this will also help you to understand something a little bit better because it is in your own words and in a format that you can understand. It is important for you to go over your notes straight away so that you can go back and ask questions if you do not understand something that has been said,

A Sage Journal has stated that note taking on a laptop has become increasingly common compared to note taking by hand. However it also stated that yes note taking by laptop is more common, it is less effective than taking notes by hand when it comes to your own learning. (SAGE Journal, 2014)

On the Open University page on Note Taking (2022) they have written that by taking notes during lectures can help them to improve their own learning. When writing notes they need to be clear, in order and be able to understand them to expand knowledge and understanding. Note taking is for personal use only and that is why it is important that when taking notes they should be easy to read and have the important elements of the information received to be able to learn from. There is no right or wrong way of note taking, also long as they can read the notes, understand them and use them to further their knowledge then they have successfully developed their note taking skills.

In the blog “The significance of effective note taking” that is written by Kunal Chan Mehta and Robert Pitchers (06/2018) they have said that note taking by students can be overlooked as a professional skill and that we often forget information that we have been given as quickly as we receive the information and that is why taking notes is effective. Note taking is probably one of the most effective ways to remember information and help you when it comes to revising important things.

Kunal Chan Mehta and Robert Pitchers (2018)

Note taking is one of the important skills you will need to be the best academic student you can be. While you are writing down your notes you need to remember to write down key words and ideas. Writing your notes doesn't mean you need to write word for word what is being said or in full sentences, in your notes you can use common abbreviations so that you don't miss key information because you have been writing your notes.

Academic Skills and Assessment Guidance 2022-2023, P. 10

Referencing

Referencing is a key skill to have when it comes to studying, any information you use throughout your work from books, the internet, handouts or somewhere else if the work is not your own work then you must make sure you reference it and you also need to make sure you reference correctly to avoid plagiarism.

If you use work from an author or from a source then you must make sure you reference this, even if you take information from somewhere and change the words you still need to reference this because this is called paraphrasing. Oral referencing is also important as well as written referencing.

Academic Skills and Assessment Guidance 2022-2023, P. 12

Referencing is an important part of the agreement you have between you and the university to be able to use their resource and take key parts of their information for your own work. Referencing also stops you from plagiarising from the hard work of others.

Neville (2012, p.3)

According to Bath University web page when completing academic work it is important to make sure you reference each piece of work you have taken from important sources, you must reference to show you have acknowledged where the information has come from and to show how far you have gone in to researching information for your work.

Bath University 2022

Conclusion

To conclude with the information already stated with in this poster I believe that Note taking, Referencing and Time Management play a big importance on become a good and effective critical thinker.

You need to be able to back any information you have up so by keeping useful notes, managing your time effectively and referencing where you have had this information from you are making sure that you have effective skills when it comes to critical thinking.

If you carry out each skill throughout your studying then you will become a good critical thinker which will help you along the way with your academic work.

They will also help you to better your own knowledge as well as helping to improve other people's knowledge as well.

Critical thinking is important and can be most effective when done right.

Time Management

Time management is a skill everyone needs to have and they also need to know how to do it effectively. Time management skill is a crucial part within your studies but it will only work if you are able to balance your time effectively throughout this time, if you are able to manage your time throughout your studying then this will help you once you have completed your course as well. Time management is a life long skill to have.

Academic Skills and Assessment Guidance 2022-2023 p. 11

Skills You Need (2011-2022) have said that having good time management skills are an essential skill to have because very few people have the time in their day to day life to complete every task they have, however if you are good at managing your time then you will be able to prioritise your tasks which will result in you being able to complete more in your normal day to day schedule

. According to Indeed (2022) time management skill is an important thing to have because it will help you to manage your time more effectively throughout the day so you can make sure everything you need to do is completed. Planning is also a key element in time management because if you plan out what you need to do throughout the day or week then you can prioritise your tasks better and you can make sure you schedule enough time to complete them.

Indeed Editorial Team (2022)



(Source: mbaskool.com, no date)

Reference List

Academic Skills and Assessment Guidance 2022-2023, Early Years Education and Care (note taking) (Accessed on 25th September 2022)

Beyer, B.K., (1995) *Critical Thinking. Fastback 385*. Available at: [The importance of critical thinking | University of Essex Online](#) (Accessed: 17th September 2022)

Brenda Judge author; Patrick Jones author; Elaine McCreery author; Lesley-Jane Eales-Reynolds author

Cottrell, S (14/03/17) 3rd edition, Publisher Bloomsbury Publishers. Available at: [ProQuest Ebook Central - Detail page](#) (Accessed on 17th september 2022)

[Critical thinking skills for education students](#)

[Critical Thinking Skills Stock Illustration | Adobe Stock](#) (Accessed: 20/09/2022)

First published online April 23, 2014

Indeed Editorial Team, updated 3rd May 2022, published 21st May 2021. Available at: [Time-Management Skills: Definition, Examples and Tips for Improvement | Indeed.com UK](#) (Accessed on 25th September 2022)

Neville C, (2012) *Referencing: principles, practice- and problems: Available at* [Referencing Principles Practice and Problems-with-cover-page-v2.pdf \(d1wqtxts1xzle7.cloudfront.net\)](#) (Accessed on: 26th September 2022)

[Note-taking techniques | Help Centre | The Open University](#) Accessed on 17/09/22

Reflect more to learn faster, John Hagel III, John Seely Brown (JSB), Andrew De Maar, Maggie Wooll . Available at: [Reflecting on experiences for performance improvement | Deloitte Insights](#) (accessed on 17/09/22)

Second edition.; 2013; Sage Publications p. 2 (Accessed on 17th September 2022)

SkillsYouNeed- Helping you develop life skills: (© 2011 – 2022) available at: [Time Management Skills | SkillsYouNeed](#) (Accessed on 25th September 2022)

[The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking - Pam A. Mueller, Daniel M. Oppenheimer, 2014 \(sagepub.com\)](#) (Accessed on 17/09/22)

The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking

[The significance of effective note taking - London School of Science & Technology \(lsst.ac\)](#) Kunal Chan Mehta and Robert Pitchers (Accessed on 17/09/22)

University of Bath, (2022); *refencing guide: new to referencing*. (accessed on 27th September 2022)