

Skills and Qualities that support academic study

Introduction This poster will discuss three skills and qualities which support academic study. The skills I will discuss are Paraphrasing and Plagiarism, Time Management, and Critical Thinking Skills. Before beginning this module, I did not have a clear understanding of paraphrasing. At the end of this module, I am now more confident whilst demonstrating the use of paraphrasing. Whilst I did understand what plagiarism was beforehand, during this module I have gained a deeper understanding of what it is and why we should not do it. Time management was a skill that I actively used before this module, however, I have learnt more ways to have effective time management. I did this using the study skills handbook. I have developed my critical thinking skills a lot during this module, as beforehand I did not use as much critical thinking as I needed to, however, I have since improved my critical thinking skills.

Paraphrasing and Plagiarism

Paraphrasing is when a piece of information is reworded. This is done to avoid plagiarism and to demonstrate a better understanding of information. Plagiarism is when the work of others is used and copied without referencing and then passed off as someone else's.

According to The Harvard Referencing guide (2023), without accurate referencing, plagiarism can be accidental or deliberate. It is important to paraphrase in order to avoid plagiarism. Whilst paraphrasing, it is important to stick to the original meaning of what you are writing. Paraphrasing must be used in assignments to avoid plagiarism.

According to Darr (2019), plagiarism is inevitable. Whilst this is true, it is vital to use accurate referencing to ensure that the work that is presented is not stolen or copied. Darr (2019) also points out that in order to help students from accidentally plagiarising, proper paraphrasing is required.

People plagiarise for a variety of reasons, as I have learnt in lectures. Some include the fact that they are not clear about what plagiarism is, and they have poor time management skills. It is important that students are aware of the consequences of plagiarism so that they will not partake in doing so. Resources like the study skills handbook are available to students so they can learn how to maintain good time management and avoid plagiarism.

Paraphrasing and plagiarism support academic study (as a whole) because it ensures that students are completing tasks properly and not accidentally copying the work of others. During this module, I have demonstrated the use of paraphrasing in my work by carefully reading sources and ensuring that I am not copying them word for word. I have been referencing my sources and have been keeping a list of them so I do not lose track. I did this by keeping a separate word document open and noting my sources down, then referenced them correctly afterwards.

Conclusion To conclude, it seems that it is vital to continue using these skills in my work. There are many different academic skills that help students gain higher marks if they use and develop them. It is important to continue using the skills so that I can develop them further. Using a variety of sources helps massively as it improves personal skills. Implementing these skills in my work will allow me to gain higher marks as I can keep good time management, paraphrase correctly in order to avoid plagiarism, and use critical thinking skills in order to make good decisions. I can improve these skills by practising paraphrasing various texts and whilst doing this I will be using my critical thinking skills. I can apply time management skills to my personal study time to add focus to my work, as this helps keep a balance between work and relaxation, so that I will not experience a burnout.

Time Management

Time management is the ability to use your time effectively. This is done in order to ensure that assignments are completed on time and that there is a healthy balance between work and relaxation. It is important to maintain this so that a burnout may be prevented.

Cottrell (2013) believes that success is strongly affected by the combination of 'how much time you spend in study' and 'how well you use that time'. This means that the more time that is put into completing various tasks effectively, it is more likely that you will succeed.

In order to maintain good time management, it is important to be realistic when given a task. Everyone works differently, so what one individual finds works for them will not work for everyone. During this module, I have discovered that my time management skills have improved by creating a timetable for when I should work, and when I have free time.



Source: Shamma, R. (2017)

This image (left) shows a grid of four elements to consider when keeping good time management. This is a great tool for students to use when considering how to use their time effectively. Time management supports academic study because it gives students a perspective on how to plan and consider their time. I have managed to use my time effectively whilst completing this assignment.

Critical Thinking Skills

Critical thinking skills are the capabilities to decipher and analyse material that are available in order to construct a judgment or to decide if something is correct or incorrect, according to Coursera (2023). Critical thinking skills make you a 'well-rounded individual' which is important in academic study, as well as everyday life.

Cottrell (2017) believes that critical thinking skills sharpen the mind. There are many benefits of good critical abilities. Some of these include gaining the ability to detect other people's assumptions as well as your own, and also, you will potentially obtain the 'possibility of seeing the world through different eyes', as stated by Cottrell (2017).

I have demonstrated critical thinking skills by carefully reading different sources and deciding if they are reliable and appropriate enough to include in my work. Litera Centre (2023) claims that there is no exact definition of critical thinking. They claim that it is an abstract concept that



Source: Litera Centre (2023)

has evolved. This image (left) shows the different elements within critical thinking, it has helped me develop my skills and to learn more about it.

Critical thinking supports academic study because it helps students to be aware of the choices they make and supports them in making the correct ones. The critical thinking skills handbook is a very useful resource for students to use in order to develop critical thinking, I have used it during this module.

References

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