

Note Taking

- Note taking is generally considered to be a beneficial activity to enhance your learning. Tasks such as taking notes, outlining notes, making summaries and mind mapping are all forms of note taking. Note taking is a crucial part of the learning process. It allows you to see things through a different perspective and allows you to focus in the classroom as you are actively listening. If note taking is a task you find difficult, an easier way to make notes is through visualisation, for example; mind mapping. (Sporring, no date). Visualisation can make it easier for you to study as it helps you have an overview of yours notes. *It can actively help a creative mind remember certain things.* (Sporring, no date).

The Learning Portal (2021) explain that note taking is the key skill to help you stay alert while listening and helps you avoid distraction. Note taking keeps your mind actively involved with the information given and helps you organise information, personal to you. Note taking helps you understand the task more clearly, helps take complex information and to help organise it into manageable pieces.

If you are digitally able, typing your notes may give you a speed advantage (Crash Course,2017). A study at Princeton University in 2014 shows digital notes were on average 310 words and handwritten notes were on average 173 words (per 15 minutes).

However, Mueller and Oppenheimer (2014) argue that handwritten notes had increased academic performance and get processed on a deeper scale compared to notes made digitally. Students who take notes digitally tend to transcribe lectures. Regardless of the method you use, note taking is a vital tool for study.

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The Importance of Study Skills

Study skills help you improve your ability to study. It is generally considered today that the use of these skills help improve your ability to study out of the classroom and to potentially receive a higher grade. Throughout your studies you will almost always be under a time pressure leading upto your exams. If you are able to develop good study habits out of the classroom, then you are more than likely to succeed, to be on top of your subject and to receive a higher grade (Rose,2023).

Organisation

When you are organised, you are more likely to get all tasks completed on time and work more efficiently. According to Traqq Team (2023) having organisational skills helps productivity and performance. A student who demonstrates this skill is said to communicate more appropriately and is able to manage their time more efficiently. A student who is organised, effectively shows this skill through making and adhering to a schedule and ensuring the deadlines are met. An example of this skill is Communication. Communication and listening skills are beneficial in gathering key points. Being an active listener and communicator ensures that you understand the task ahead, Traqq (2023) explain a few different ways to help with organisation. In order to succeed, you must develop a routine. Everyone has a different daily routine, and different times of the day where you are most effective. Stick to a list of tasks you must complete and tick the tasks you have successfully completed. Try and organise your list into order of priority. Try your best to reduce the number of distractions around you. whether it be talking to friends, having your phone close by or working in a noisy environment. Traqq (2023) concludes with always try and plan ahead for the next day and try your best to acknowledge your achievements. Acknowledge small achievements, this can help build your confidence and help you complete and motivate you for the task ahead.

Development of study skills is important to be ongoing throughout University. The three skills I have spoken about today and I have demonstrated through my academic poster are Note Taking, Organisation and Critical Thinking and how they are essential throughout study. Throughout researching the three skills, I have realised that Critical Thinking is a vital skill that I have found to be my weakness. It is important to have an unbiased opinion and to be more observant. Organisation and Note Taking are skills which carry importance to the structure of your study and will help further your development in a wide variety of careers.

Critical Thinking

What is Critical Thinking?

Burns & Sinfield (2016,no page) state;

Critical Thinking is the art of making clear, reasoned judgements based on interpreting, understanding, applying and synthesising evidence gathered from observation, reading and experimentation.'

Critical thinking allows you the ability to analyse and form your own opinion in order to come to a conclusion. Makematic (2019) explain that discussion and debates are important in developing your skill as a critical thinker and that in order to better this skill, you must be open, have an unbiased opinion and be more observant. The main skills explained to better critical thinking are being able to learn off other people and to have good observation and reflective skills. It is also explained that problem solving and analysing information will help better this skill. You must see in different perspectives beside your own. This skill is important in all subjects - There are endless streams of information in the 21st century as we have online access to countless streaming sites, which discuss politics, racism, sexuality and so on. Critical Thinking would allow you to open your mind, listen to other parties and avoid forming a biased opinion. Critical Thinking does not mean finding fault in the topics you are discussing but to access all the key points found and to make a reasoned conclusion. It is important to ask a number of questions, for instance; What? Where? When? Who? Why? And How? If you are reading or listening to information, it is important to ask these questions. It is about learning how to think, not what to think.



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