



Important Skills for Academic Studying



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Introduction – Today I am going to discuss skills that support academic study. I have chosen note taking, time management and critical thinking.

Note Taking

Aish and Tomlinson (2013) suggests that making abbreviations can increase note taking speed.

Creating a mind map is an additional skill to support study. According to Tony Buzan (2023) recording ideas visually can support memory and increase concentration. He believes that replacing words with pictures can make connections for the brain to remember.

Day (2018) makes suggestions on different types of annotations and points out a method can be used to check notes are of purpose.

Time Management

Dawson (2013) suggests that setting an early deadline date can help with any delays with IT or other unforeseen problems.

According to Wilson and Bedford (2009) setting a timetable can result in you planning your time better and allow for important commitments to be included. Therefore, you are not studying on a busy day.

Moore (2010) suggests that there are steps to manage distractions including reading for short bursts of time to maintain concentration and give rewards for completing tasks.

Critical Thinking

According to Eales- Reynolds *et al.* (2013) Critical thinking is a life skill which combines questioning ideas and values with problem solving.

Cottrell (2019) suggests that there is a critical approach to every aspect of studying through reading, writing and listening.

Chatfield, T (2018) discusses the purpose of critical thinking. He states that there is a process of reasoning and evaluation when understanding critical thinking.

Conclusion - To summarise, there are many different skills that support academic study. It is finding out which one best supports your learning style and helps you retain knowledge and understanding for future academic studies that you undertake.

Reference List

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