

# Developing Useful and Effective Study Skills within Academic Writing

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## Introduction

It is well-known and is suggested by **Taylor (2023)** and **Writing Center (2001)** that an introduction is a relevant and logical beginning that can guarantee that the whole essay will achieve as we set the tone for the work and presentation, which has been produced and will be presented to you today. During this presentation there will be lots of discussion about why these three aspects of Study Skills are effective and will be useful for the duration. Study Skills are effective while at University to enable you to produce the best work that you can using your knowledge and research that is included within all assignments. The key ideas that we are going to discuss today is Note Taking, Referencing and Time Management, these skills are extremely important within Study skills and this poster is going to point out and explain why they are vital to include while studying.

## Note taking.

According to **Cottrell (2017 pg. 135)** note taking breaks up reading sessions as taking notes throughout can be a very focused activity. Taking breaks while taking notes can help by resting your eyes and parts of your brain that is involved reading. Many people find it beneficial to physically write something to be able to retain the information given. However, it is important to remember that you must ask yourself a few questions to reflect as you note, for example ask yourself if the information has any flaws and does it support the argument in a positive way. Note taking can be something you reflect on and to help remind you of some key aspects about the topic you are studying.

**Staffordshire University (2023)** suggests that there are many ways and strategies that you can take while note taking. Note taking can be visual, audio, writing, reading or kinesthetic. Visual note taking could be drawing diagrams, highlighting key words or phrases, circling relevant parts, underlining key points or words, or just by watching videos.

Audio note taking can be recording a session to listen back to when you are producing your overall task or by reading aloud whether it's the notes you have made or a book you are reading. Reading and writing can be produced by writing and producing a great quality of notes, reading them over and over or rewriting them to retain the information successfully. Whereas kinesthetic note taking is physically getting involved within an activity or physically seeing props or evidence to help retain the action within the sessions. Kinesthetic note taking can also include taking breaks for your brain to rest and physically reading on the go!

A key point that both authors have recommended is to always do what you find is best for you and never write word for word so you can ensure that you have the relevant, most important information that you will need to complete your activity.

**Royal Charter (2023)** agrees that note taking is an important part of an active study strategy that is always worthwhile when doing.

Taking notes are very useful and is highly recommended to improve your understanding by converting your notes into your own words and own sentences. Note taking can help you assess your own progress as you study, help you focus and be more time-efficient within exam periods and prepare for better connected arguments and links within your writing.

## Referencing.

**UNSW Sydney (2023)** claims that referencing is a tool that ables you to acknowledge and credit the authors, researcher, or writers in your own work. It is known that any University assignments that draws on ideas, statements, words, or research from any other individual must contain citations. Referencing is an important way to give credit to the writer to whom you have borrowed or had an idea from. References should be accurate to allow the reader to trace the resources of information that you used to create the piece of work you needed to complete. The best way to referencing is to always keep note the sources you have read, listened to, or watched while you were researching.

**Pears and Shields (2022)** are convinced that there are a variety of reasons why you should reference authors when taking ideas from what they have said or what they have published. They believe that you should always give credit to the original author(s), this is also important when you create new information from an idea of what they said. Referencing is vital for students to avoid plagiarism and can be used as evidence to support with what you have written or spoke about within your activity. Referencing also gives evidence to tutors that you as a student are able to demonstrate good researching skills as you show off your skills to receive greater and more positive grades and results.

**Cite Them Right (2023)** says that when referencing you are showing that you are becoming a scholar and are able to write in an informed way. This can be extremely important for your future career as you are able to point out and show the skills you have. To reference it is highly recommended that when you read, listen, or see something and you take notes to then be able to create your own sentences which then enables you to give yourself your own credit and voice as well as the original authors. This gives you huge respect from your reader to show you can give and do the best possible effort that they hope you can do. It is important for you to remember that referencing is a positive aspect of writing as nobody can think of ideas without researching first this can give you the ammunition to do your own assignment. You need to research to gain information to support you with an idea and while you are doing that to gain better marks you need to reference it as well. Referencing is a lifelong skill that can support you within your future careers, whether it is finding evidence to write a report or planning an activity that you have not done before or having a job within law or medicine.

## Time Management.

**University of Sheffield (2023)** says that time management could be one of the most important yet most challenging skill to overcome. There are many individuals that thrive off the pressure of getting work done before the deadline and then there are others that plan everything as best as they can for structure in fine detail to make sure the topic is complete in lots of time. It is always important to remember you should always use the strategy what works best for you. It is important to remember that having time to yourself and doing other things in life is a key aspect in time management to make sure you are looking after yourself and your wellbeing. It is known that if you work for more than eight hours a day that it will decrease efficiency and focus. Always be realistic and recognise that not everything will be completed to a good standard in one day, always prioritise the most important tasks and complete the less urgent tasks at a later date. To help with your time management skills it is recommended that you create yourself a timetable where you schedule what topic you are going to focus on with the times of the day you are going to do it throughout the week. This can be you including your lectures, work hours and any other activities you do within a week to help you see how long you have to complete your task.

**Moore (2010 pg. 135-152)** agrees that time managing can be one of the biggest challenges that students come across. Time management is something you must plan for and must stick to. To do this you need to be motivated to succeed. The three main issues that students may come across are, not being realistic with their plan or not planning at all, avoiding starting the task and aiming to be "perfect" within one task. This can decrease their time management by concentrating too much on one topic at one time which means the other tasks are forgotten about. To be good at time management you need to plan, when you plan you need to have clear plans of the week ahead with the times you are going to complete an activity. Procrastination can be a very difficult topic for students, students often avoid starting tasks as they do not plan effectively, this can lead to falling behind in one topic leading them to fall back in the other topics too. It is extremely important to remember is wanting to do a "perfect" task or activity every time is not being realistic and is not possible. You should always try to aim to a possible goal compared of an impossible goal. While planning and managing your time it is vital you include having time to do your own, personal activities and to also have your own free time as well as lectures, work, family time and other activities you may do throughout the week as a whole. This will be effective for you to complete all assignments and revision in plenty of time to avoid any stress or pressure you may feel.

## Conclusion

In conclusion Study Skills are very effective and useful within academic writing. To ensure you get the result and outcome you want it is extremely important you remember to take notes to be able to create your own ideas.

To manage your time effectively to make sure you are in plenty of time to mend any errors and to reference effectively to greater your marks and to not only give credit to yourself but the original authors or researchers too.

As a result of this you will be focusing on referencing skills to help and ensure that you can feel comfortable and confident within this aspect.

This will also make you enjoy your time completing other assignments that you will be undertaking in the future.

As a result of this it is important to remember that Study Skills should be ongoing to successfully complete your time at university.

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