

Skills and Personal Qualities that support Academic Study

What is a Skill? This is something you learn *Cottrell.s Page 20*

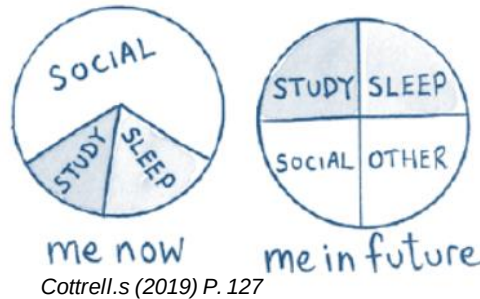
What is a Personal Quality? 'Who' you are a person

Time Management

Understand where your time needs to be broken down into build yourself a foundation of tasks that need completing.

- Plan
- Prioritise
- Be Systematic
- Requirements
- Life Balance
- Manage distraction
- Requirements

Cottrell.s (2019) P. 127



Cottrell.s (2019) P. 127

Cottrell (2019) suggests that two main combinations can really encourage study success.

How much time you spend on study

How well you use that time

Effective time management really does contribute to student success and qualities in future, more senior employment. *Eales-Reynolds, L.-J. (2009)*

Referencing & Researching

What is Referencing? Acknowledging credit to the person who originally sourced the information you have read.

A large proportion of your learning as a student is independent learning. This is where you will access suggested reading lists and research resources to support your assignments.

Research is...

'Spirit of Enquiry' *Cottrell.s (2019)p. 233*

Naturally, every day without realising we are researching information. Whether it be searching for a location, update on sports or interest in understand something you have heard. You will routinely research information from a range of resources based on your academic study.

Plagiarism

What is Plagiarism? Quoted directly from *Day, T. (2018) p. 158*, this authors description on plagiarism was taken from another source and that was 'Plagiarism is using other people's words or ideas in writing without giving the source(s) due credit. It is literary theft. According to Rozakis(2007,p117)

How to avoid plagiarism.. *Cottrell (2019) p. 247*

- Good referencing
- Write your notes in your own words
- Prepare a full reference list at the end of your work
- Record where exactly you read your information
- Cite your sources even if you are not directly quoting from the source
- Learn to paraphrase Day.T (2018) p.245

Critical Thinking

Critical thinking is a skills to question everything even when we may think they are typically normal. *Eales-Reynolds, L.-J. (2009)*

Critically analysing a situation will allow better understanding in identifying existing experience and knowledge and better analysis.

How to be a success at critical thinking..

- Be confident in questioning your own views, beliefs or perception
- Open mind
- Positive or negative judgement
- Honest in facing own biases/prejudices
- Imagination

Cottrell (2019) p. 254 believes that without critical self-awareness it's tougher to be 'objective to whether we have been influenced'.

Reference List

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Eales-Reynolds, L.-J. (2009) *Critical thinking skills for education students* . Second edition. London :, Sage Publications. ELH.

Kettel, R.P. & DeFauw, D.L. (2018) Paraphrase Without Plagiarism: Use RRLC (Read, Reread, List, Compose). *The Reading Teacher*. 72 (2), 245–255. doi:10.1002/trtr.1697.

Study skills you need (2011-2023) Available at: [How to Reference SkillsYouNeed](#) (Accessed: 07/08/2023).