

Introduction

When a student is tasked with studying or partaking in a project or writing a text, they will need particular skills to perform the job the best of their ability. These skills are imperative in doing the job correctly and at a professional pace and level. Any new student, or indeed any person wishing to create a piece of academic writing or study a particular subject, can learn about these ‘study skills’ so they can adopt these principal abilities that will assist them in their efforts.

Study skills are the skills a person needs to allow their study and learning to be as efficient as possible and are transferable into many other areas of life, as described by SkillsYouNeed(2023). Below are three examples of some attributes and skills that are necessary for studying a subject or composing an academic text.

Time Management

Managing time is arguably the most important skill a person can utilise. It is a required staple in a professional setting to be punctual, and the same ideology can be employed when studying. According to Cottrell(2019) the more time a student puts into planning, thinking about a subject, preparing and revising for exams or making improvements on assignments, the chance that the student will succeed is much higher. Moore(2010) correctly highlights that managing time is very difficult for new students. Young people have to work around their new-found independence, which includes University, cooking, cleaning and perhaps even employment. Mature students have the added responsibility of looking after a home and children on top of their University studies. However, problems only occur when a student has not created a simple plan, such as a timetable, as explained by Moore(2010). It should be understood however, that it is important to use the skill of managing time wisely, to plan breaks into a schedule. It is recommended by Birmingham City University(2023), that a student should timetable three to 5 hours of study a day.

“Time and tide wait for no man”- Chaucer(1395). This salient recitation means that one should make use of the time that is given to them, and that they should not procrastinate when faced with a task.

Collabrative Study

Teamwork is often overlooked when considering individual skills for studying. However, as Cottrell(2019) points out, to work well within a group of people is a popular and sought after skill, especially by possible future employers. Experts at Yale University(2023) explain that collaborating with your peers allows individuals to show their unique skills and approaches to a problem, which significantly increases the quality of the work that needs to be completed. Benefits of teamwork include the increased productivity of individuals and the creation of new ideas and opportunities, suggests NIBusinessinfo(2023). Moore(2010) demonstrates some benefits to working with a group of peers, such as becoming a communicator with greater adaptability. Moore(2010) also shows that group work allows for a wider range of opinions and knowledge, which could prove to be beneficial in a University project.

Maxwell(2002) conjured up the quote “Team work makes the dream work”, which cleverly encapsulates the importance of collaboration in a simplistic manner.

Digital Skills

The world is now often described as being ‘digital’. Modern technology has opened up an entire new way of completing work and studying subjects. It is imperative that students utilise these modern tools. Ordóñez de Pablos(2021) describes that the adoption of digital technologies has drastically altered the way tasks are completed, and has created new opportunities for higher education. The use of digital skills can assist in researching ideas according to National Careers(2023) and are now an extremely popular attribute that employers often seek in potential candidates. If a student has no foundation in basic digital skills, they will encounter difficulties in an academic setting, as utilising technology is essential for students when they research and complete projects, as specified by Learning.com(2023). Students should be intelligent in the way that they utilise technology. Artificial Intelligence is no longer a Science Fiction concept. According to Kennedy et al(2023), 27% of Americans interact with AI at least several times a week. It is inevitable that AI will be used by many students worldwide, as it can analyse massive sets of data in seconds, provide personalised learning experiences and provide general assistance to make the life of a student easier, as explained by QuestionPro(2023). Futhermore, students should be wary that their use of AI does not break any plagiarism rules, and should only be used to assist.

Conclusion

To conclude, students should use these skills and techniques to their advantage. Ensuring that a task is done to a professional standard is vital to achiving the best results in an academic setting. Three such skills have been shown on this particular poster, however there are many more that can be adopted to make sure that the work is obtained at a standard that is expected of students in an academic setting. Demonstrated in this poster, is the importance of properly using these skills to ensure that studying a subject and writing a text, is dore to a satisfactory standard within an educational realm.

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