

EFFECTIVE STUDY SKILLS THAT CONTRIBUTES TO ACADEMIC WRITING AND SUCCESS.

INTRODUCTION

Academic studyskills are important skills that are essential for students to achieve their academic goal, these skills can boost their confidence and make them an independent learners in the pursuit of their academic goals. These skills are also seen as transferable skills which can be used outside the school life, they are skills that can be used at workplace in the future. Some of these skills are time management skills,reading,critical thinking, note taking, peer review,refection,refencing.However,only three will be discussed for the purpose of this poster.

NOTE TAKING

McPherson,(2018)states that one of the strategies in achieving academic success is note taking, it is presumed that note taking helps in remembering what has been read or learnt. Note taking facilitates ability to select and review important key words and notes.

He further explains that note taking enables one to make use of an information that has been written down more meaningful when revising or reading through it, however, it also improve memory and comprehension.

Note taking involves writing the main point in a lecture or book been read without writing the whole paragraph.

(Mills,2019)points out another style of note taking which visual notes whereby sketch notes are used to retain information and to understand clue words. Visual notes are used to visualize and clarify information, these sketches are paired with the information gathered for better clarification. The goal of visual note taking is to remember what has been shared.

According to (Godfrey,2023)also points out that visual notes can also be used by teachers to explain complex information to pupils in class, whereby children can have an idea of what is been explain what is been discussed and making it simpler for comprehension, these notes can be in prints or blocks letters.

WHY IS NOTE TAKING IMPORTANT?

Note taking is important to students for active learning and this enables them to make more research on what they have written, also to review and recall important clue words and information and research (Burns and Sinfield,2013).

Note taking gives a clearer understanding of what has been said by the lecturer by putting them down in our own words. Note taking also differentiate between main points and minor points ,and it helps students to reflect more accurately on the lecture notes.(Godfrey,2023).

According to (Kennedy,2005)emphasises that note taking is an important skill for effective research for student, and to achieve effective note taking, students' needs to practise active listening as this will help point out important key words during lectures.

He further suggests that practising active listening and looking for vital clues that relates to topic been discussed helps in developing this skill. Student must participate more in class, that is, asking questions when lost to clarify your notes and reading through notes for better understanding.

TIME MANAGEMENT

Morgan(2017)Time management is very crucial and important for student, there are various tasks to be achieved while studying which ranges from attending lectures, presentation, group work and writing exam and all this requires sufficient time limit and how student manage their time is crucial for academic success.

Time management helps student to maintain a good work and study habit by identifying what is important and prioritising them.

He further state that student find themselves involving in plagiarism because they didn't manage their time appropriately.

Allocating time to each task or work, setting out a to do list plan will keep you on the track. Listing out what is to be done and think out how much time is needed to achieve each task is important.

He also suggests that time reminder can be set, this can be weekly or monthly for tasks. Student should learn to avoid distractions; many student are distracted by social media often, using my experience I get distracted by social media and this often make me not achieve my set-out goals.

Time management increase students' efficiency and when time is well managed, work and task will be done at the set time.

Diaries, timetables and to do list planners are essential tools in managing time effectively, ability to focus and organise these tasks will be useful in the future.(Mcmillan,2021).

Smale and Fowlie(2015)points out that to achieve academic goals, managing our time is important and creates room for creativity and achievement of goals.

Working on the areas that need more time to study and balancing each activities.

TECHNIQUES TO GOOD TIME MANAGEMENT.

Cottrell(2013)points out some techniques in achieving good time management which will be further discussed here. She states that to achieve good time management, one must be systematic in working on how to plan our time, prioritising and creating a suitable study time to achieve our goals. Managing distractions and keeping track on our progress on getting things done in time is crucial.

One must be able to create the right environment for study purpose.

Student must be able to set deadline and make use of the materials that are needed than gathering various materials that are not relevant for the course work.

Plan of assignment and give each assignment a time limit for research and resources and submission, avoid distractions. Be clear about specific goals and how to achieve them without much stress and as a student, we can set a plan

PLAGIARISM

According to (Smale and Fowlie,2015)plagiarism is the act of copying other writers work without acknowledgement in the academic writing, this is seen as intellectual theft and as such is a serious offence in higher education.

Any copied work from any original source is referred to as plagiarism. All student must be able to read and understand their research resources and give evidence.

(Hopkins and Rein,2018)also states that copying quotation from original source and submitting it as your own work is an offence, the original idea has been stolen.

Assignment are important in any course and your engagement, and your reference are your evidence that you understand the course work, studying is a learning process.(Burns and Sinfield,2013).

REASONS FOR PLAGIARISM

Poor management of time by student has been a major cause of plagiarism whereby there was no set up plan for study and every assignment requires time for study in making research and getting all sources ready for assignments.

Most assignment are left till the close date of submission and there will be no adequate time for providing evidence. Spending more time on things that not priority or relevant will affect academic study.

Many student have high expectation of getting higher marks without putting in effort or working hard. There must be evidence that the assignment was well understood, and original sources are referenced, and many students believe that they will not be caught lifting original work from the internet and submitting it as their work

Giving incorrect information about the resource in their assignment because they are not the original author of the work.(Hopkins and Rein,2018)

HOW TO AVOID PLAGIARISM

.Acknowledging the original author in a text citation and in your reference, list is important, students should always keep track of their resources they use in their assignment and that is why note taking is vital, write down all resources used because sometimes we get into the rush hour of submission, and we forget most resources we have used.

Reconstruct the main idea of the author in your own understanding and every quotation must be referenced.However,students must learn how to improve in their research skills and be able to include life experiences in their course work.

(Contrell,2013)states that at the end of every work, a list reference should be written, and to avoid the habit of copying original work of author, when using quotation make sure it is clear. Reference list is an evidence that you have duly done your own researches.

CONCLUSION

This poster has demonstrated and analysed what study skills are and their importance for successful academic goals for higher education students. It has also explained how study skills can be used effectively in their learning environment and how to approach the ideas. This skills such note-taking, time management and plagiarism ,once mastered will be beneficial to their personal development and studies, and these are skills are valuable beyond education.

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