

Skills and personal qualities that contribute to the development of academic writing

This poster will look at three key skills and personal attributes that contribute to the development of academic writing.

The three skills that will be investigated within this poster are:

- **Note taking**
- **Critical thinking**
- **Time management**

Note taking:

Barrow and Westrup (2019) states that taking notes is what you would be expected to do, in a situation such as in a lecture where information is being presented to you. They believe that it is a more active strategy in which you will simply take notes of what is being spoken or read to you. It is utilized so that you can take a record of what has been said or shown to you to look back on later when necessary.

The University of Reading (2023) points out how successfully taking notes is a critical skill to master at university and within your academic writing. Additionally, adopting better note taking habits can make studying less unpleasant and time consuming while also helping assist you to minimize issues, for example with limited skills you could end up having large amounts of useless notes that you then must spend more time looking over them to identify the main points.

As a final point for note taking Cottrell (2019) states like The University of Reading (2023) that although most people are used to taking notes, when they don't make their own and use useful methods, they lose time, struggle to find content that they conversed and fail to comprehend or recall the material properly.

Critical thinking:

Having the capacity to process information clearly and rationally, grasping the logical link between concepts, is referred to as critical thinking. (SkillsYouNeed, 2023).

A critical thinker often also known as an active learner, is somebody who can acquire knowledge and then draw their own educated conclusion, according to SkillsYouNeed (2023). To be able to get the strongest judgement feasible, it requires gathering information from various sources rather than just accepting and believing the first argument, source or concept.

Likewise, Burns and Sinfield (2022) agree claiming that critical thinking is the practice of coming up with clear, reasoned conclusion based on facts that are obtained from observations, reading and experimenting.

According to Eales-Reynolds *et al* (2013) critical thinking abilities will be vital to your studies and professional practice, allowing you to think critically and objectively about an issue while also presenting a well-constructed argument. As a result, improving critical thinking abilities will provide you with some of the characteristics required of business owners and people who can take a sustainable approach to living and working, making it a very beneficial study skill.

Similarly, The University of Edinburgh (2023) suggests that developing critical thinking abilities is vital to your success at university and further. They believe that in order to navigate the way through an information-rich environment, we must be critical thinkers.

Cottrell (2017) also highlights the importance of critical thinking abilities. However, this skill isn't just used within your study but using critical thinking skills in everyday circumstances had numerous advantages. Cottrell (2017) agrees with Eales-Reynolds *et al* (2013) where she states similarly that most professions necessitate strong critical thinking abilities. Academic study and writing involves higher degrees of critical examinations at all levels of study.

Time management:

Time management is the process of intentionally planning and regulating the amount of time spent on specific tasks to maximise your efficiency. (The University of Sheffield, 2023) The University of Sheffield (2023) say that time management is possibly one of the most crucial and difficult skills to learn as a student. They believe that time management is more than cramming as much as possible into your schedule. But it's also about developing long-term behaviours that are maintainable.

According to Moore *et al.* (2010) students face three major time management challenges. Planning, procrastination, and perfectionism are the examples of these. Planning involves either not having a reasonable plan for organising your time, or its when you have nothing planned at all. The second challenge is procrastination is the avoidance of beginning certain tasks, and finally, perfectionism, which is the desire to achieve perfection, which might lead your tasks to build up over time. Moore *et al.* (2010) state how taking an understanding of how much time you've got is a good beginning point for taking greater control over your life. If you struggle with planning, giving them an understanding of how much time they truly have available will drive them to start managing it better.

In the opinion of Cottrell (2021), an individual's time is one of their most valuable resources, and as such, it should be handled well. She proposes a variety of techniques to assist persons in the academic area in efficiently managing their time.

Conclusion:

All of this points to the conclusion that, the three study skills mentioned are critical when working on academic writing improvement. Each of the skills highlighted in the poster has a role in the development of academic writing skills and personal attributes.

References

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