

Developing Effective Academic Study Skills

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words

Introduction

How to Develop Effective Study Skills, these skills will help you to get the best possible outcome for your assignments and to prepare you to get the most out of your research strategies. The more preparation that you do the better your assignments and the work you present will be. The different academic skills connect with one another and when you have a good balance of these skills you are giving yourself the best chance that you possibly can to produce and achieve good work, to enable you to work above your limits. If you are lacking in one or more of these skills, then you are setting yourself up to fail. The 3 academic skills I am going to be talking to you about are, Time Management, Note Taking and critical Thinking.

Time Management

"Study Skills activities are part of a wider process of personal development. This is not something you do once and forget; rather, it is an attitude towards your future". Cottrell (2019)

Time Management is an important part of being organised. To help you with this you may keep a diary, a timetable, make a to do list to hit your targets. According to Cottrell (2019) using your time effectively will help you to not underestimate the time that it will take you to study.

Note Taking

When taking notes, it is important to write your notes clearly. To engage in your lectures and listen attentively

'Cornell Notes' This method was Created by professor, Walter Pauk of Cornell university. (Magdalinski, 2013) The best note taking you can perform are columned notes, These notes are ideal to help you remember and find the information you have recorded. By highlighting key points, using main facts. You should always leave space to add notes to a topic.

It is important to paraphrase, to write your notes in your own words as much as possible, while using the main facts.

To avoid plagiarism, you must reference your sources and direct quotes.

Critical Thinking

To be a critical thinker you must learn about the subject, to question and to avoid bias opinions. To look deeper into a question or answer, back up your sources and link them to your note taking. Critical thinking is being impartial and to also debate and be prepared to look in more depth into what you have read.

According to Cottrell (2017, p9) Some people assume that 'criticism' references only to negative aspects. So, in your research and writing you must pay attention to detail and not focus too much on judgements and opinions.

Conclusion

It is important to reflect on your work, to take your time, to be organised and prepare. You must recognise each academic skill link to one another, you will do yourself a great injustice if you do not perform them to satisfaction.

Reference List

Cottroll (2017) Critical Thinkling: Effective Analysis, Argument and Reflection , Publisher Bloomsbury publishing PLC
Cottroll (2019) The Study Skills HandBook ,Bloomsdale Publisher PLC (2019-03-18) 5th edition
(Magdalinskii, 2013 p36) Cornell Notes Method
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