

Academic Skills

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Note taking: Note taking is when you create bullet points about a topic and you highlight your main points that you think are worth something underlining key words or sentences. It also gives you a chance to review what you have learned when looking back at your notes to help you and adding it to your revision or paragraphs and essays etc. It is also a technique of a recording, having the ability to record a clear overview of texts. This is a important skill to have as it can help when writing up things and you need to take notes on something.

Summarising: Summarising is briefly summarising a situation or a text and making it shorter while also telling it in your own words and skipping to the point. Explaining your summary needs to be in a clear description. This is important because the ability to be able to summarise things and record it shorter in your own head is a key skill to have. A good

summary should also not include any selected examples.

Referencing skills: Referencing skills are used to acknowledge the source of information you have referred to in your work. Referencing is being able to refer back to series of events or text references and use it as evidence to prove whatever points you might make. Referencing skills also give you the support to your arguments and conclusions.