

Skills and Qualities Required to Support Effective Learning

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Introduction – During this presentation, we will identify and discuss three of the main skills/qualities necessary to support effective academic study.

Notetaking

Notetaking is an essential skill for most forms of study, as it serves to help us find and recall information more easily.

Notetaking can help our understanding **Cottrell (2019)** and help link new information with what we already know. **Day (2018)**

Whilst we have Powerpoint slides and handouts from our place of study, these will contain only brief notes or headings. Notetaking in your own words, will help you to remember additional information and small details, from discussions around those slides.

Notetaking is personal to each individual and not everyone benefits from using the same style.

Use keywords, abbreviations, colour, numbers.

'White space' - leave room to add notes later

Day (2018) p82

Mind mapping – what do I know already? What do I need to find out? **Cottrell (2019)**

Visual notetaking, consisting of illustrations and text, could appeal to both visual and kinesthetic learners – **Mills (2019)**, in a similar way to the picture prompt cards we use with children in school.

Time Management

Do I have the time? What is most important?

Where do I start?

These are just some of the questions we ask ourselves, when preparing to undertake tasks.

It is not until we take control of our time and organise it well, that we realise just how much we can accomplish.

Wilson (2009) states that we can waste time, as we consider it too short to be useful.

Moore (2010) agrees that we should gain a sense of our free time and that to see your spare time on paper, can help you to use it more effectively. Moore also states that there are three main time management issues, being planning, procrastination and perfectionism.

According to **Van Fleet (2020)**, we should focus on the quality of time, not the quantity. Look at how we spend time, rather than how much we spend. Like Moore, Van Fleet recommends prioritizing tasks into low, medium and high categories, to help us see what is most important.



Poorly managed time can lead to stress, resulting in us being irritable, anxious and unwell.



Critical Thinking

Critical thinking is the art of questioning everything, even the things we would normally accept without question.

The art of questioning helps us to understand and make sense of the world around us.

"A person who studies thinking can reach a new level of development and get closer to achieving goals".

Guljakhon and Shakhodat (2020, 1(01) pp 66-75)

The word 'criticism' comes from the greek word 'krino', which means able to judge, value and interpret. It is important to remember that criticism need not always be a negative thing. - **Verganti (2016)**

Eales-Reynolds et al (2013) - To be a good critical thinker, you should:

Be willing to question the views of yourself and others.

Be open minded to other people's views and ideas.

Be able to make judgements on the views of others, both positive and negative.

Be able to discriminate between different sources of evidence, whilst recognising their authenticity and authority.

Conclusion

The above three skills are inextricably linked. Effective notetaking is a form of timesaving. Research topics are quickly and easily identified. This means we are able to target our research more accurately. The quicker we research, the sooner we can begin to evaluate and come to conclusions, using critical thinking skills. The more critically we think, the more knowledge we gain and the more progress we will make.

Reflection

Reflection is important in all areas. Don't just carry on with old habits, even if they were a success. Always seek to improve and progress. This is how we become better at what we do.

Critical reflection enables us to transcend 'self' and practice in order to effect change and improvement' **Hanson and Appleby (2012)**

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