

Critical thinking is the step by step process of questioning, analysing and challenging the information you have gathered against each other. Jude, Jones and McCreery (2009) suggest that critical thinking involves examining ideas and questioning the information in the light of our own values, attributes and personal philosophy. Critical thinking can be seen as an important skill as suggested by Eales-Reynolds *et al* (2013) as critical thinking has been a skill sought by employers in graduates but is rarely found, therefore can make you an ideal candidate to employers as they suggest that critical thinking skills pronounce good management and leadership skills. Cottrell (2017) Suggests that Critical thinking means putting surface appearances under close scrutiny'

Eales-Reynolds *et al*(2013) suggests that to be a good critical thinker you need to be; Open minded, willing to question ideas and not accept them on face value, able to recognise strengths and weaknesses, Honest, willing to change ideas dependent on new information found and discriminative between sources. This therefore makes critical thinking very important in educational studies, as you are required to compare and investigate different sources and see the positives and negatives in all sources and not accept information off face value. Glaser (1941) suggested that critical thinking entail a 'persistent effort to examine any belief or supposed form of knowledge such as evidence'

University of Leeds (2021) support this view of critical thinking as they believe that in higher education it is not about accepting information from face value or what you read but questioning this information and any other ideas and arguments in your study.

Overall, there are many different approaches to critical thinking as suggested by Eales-Reynolds *et al* (2013) they believe students should have an open minded approach and be willing to other opinions to further their studies. In order to be a critical thinker you must not accept information off face value, but should be willing to investigate this research to find counter arguments and agreeing points. Therefore critical thinking is an essential study skills as it allows you to develop your understanding and critically analyse information for your studies

Burns and Sinfield (2012) suggest that note taking is a fundamental skills to learn as a student. Note taking allows student to actively use information as it allows students to be in control of their own learning. Burns and Sinfield (2012) suggest that there are different types you can make they suggest 'Linear notes, Cornell Notes and Mind maps' these can be popular amongst most students as active learning. Cottrell (2019) suggests 'that the way you make notes can have a significant effect on your ability to find, recall and apply information in practical contexts.' There are many different reasons that we make notes these can be to keep a record, help with understanding, help complete assignments and help memory as also suggested by Cottrell (2019). Cottrell (2019) also suggested allowing room for amendments in your notes, make just one set of notes, use sticky notes, number pages and use abbreviations. Boyle and Forchelli (2020) Suggest that note taking is a process that allows students to retain large amount of information in a personal way for them to understand.

Time management is the way in which you organise your time and plan to undertake activities, these activities can be doing school work, spending time with the family and loved ones or undertaking an extra curricular activity. Mindtools (2021) suggest that failing to manage your time effectively can lead to consequences such as missing deadlines, poor work quality and high stress levels. Crustinger (1994) suggested that effective time management is the process setting goals, peritonising the goals which have been set, allocating the time you need for each goal, adjusting to change and observing the results. However, Shipman (ND) suggests the critical skills for time management are being aware of the way you work, structuring your time, setting goals and scheduling.

Kent University (2021) says 'referencing is a system that allow you to acknowledge the sources of information you use in your writing, if you do not reference your sources, you are plagiarising.' Referencing allows you to show someone else's work in your work without stealing it, this way it gives the original writer credit for their work while using it to benefit your academic writing. Kent University (2021) suggest that you need to reference, books, or a chapter in a book, Journals. Newspaper articles, conference papers, Electronic Sources. Leeds University (2021) suggests that referencing puts your work in context and demonstrates the extent as to the research conducted. They also suggest that referencing correctly helps you avoid plagiarism, shows your understanding of the topic, gives supporting evidence for arguments and helps to identify the sources used. University West England (2021) Suggests that referencing shows that you have taken on board related research, checked your facts and came to your own conclusion.

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