

Academic Study Skills

Introduction

I am currently studying the BA Honours Early Years Education and Care Degree. Considering I have supported and inspired pupils within the education system for over thirty years, this opportunity occurred at the perfect time to inspire myself. Taking consideration of study skills there are currently three points to analyse. These are time management, note taking and plagiarism.

Note Taking

Note taking is an integral part of participating in a lecture. You will remember more from your notes than the verbal communication or group conversations that have taken place during this time.

(Jansen, Laken and Ijsselstein, 2017) believe that students who participate in note taking improve the amount of information they retain from lectures. Listening carefully during lectures and avoiding the distractions of the others enables you to absorb the key points or valuable points your lecturer will make or advise. This is imperative information to incorporate within your notes.

If you analyse this, (Cottrell, 2019, P. 36) suggests that whilst note taking during a lecture 50% to 60% of what you hear in lectures is forgotten even if you are an individual who is focused during these times.

What is deemed the most adequate form of note taking?

Note taking has changed dramatically within lectures. This study compared the impact with laptop note taking along with longhand note taking. The difference between the two strategies reinforced that longhand note taking was the most successful for information retention (Linlin, *Et al.* 2018).

Plagiarism

You can describe plagiarism where you take someone else's work and produce it as your own. An individual deserves to receive the credible accolade of acknowledgment through citing them. This occurs through referencing throughout any academic submitted tasks. For example, any read books, journals or articles must be paraphrased completely to hinder the probability of plagiarism.

(Cottrell, 2019, P. 247) states that, 'Use your own words, even if you don't think you write well - they count for more than copied text'.

Time Management

Procrastination - Inhibits task completion through the concept of delay or delaying. This may cause stress and anxiety due to the constant thought process of what needs to be completed.

According to (Cottrell, 2019, P. 145), many students need to have a specific mood mindset to study successfully. They put things off through personal distractions for example, housework, social media or texting.

Timetable - This encourages a structure for studying so that the allocation of set tasks are completed whilst enabling a work, study, life balance. This is paramount for mental well-being.

According to (Mandal, 2020), Pomodoro Techniques - Focus task times take consideration of break slots to encourage active study and learning. Find a task time that suits your individual need and incorporate your break times accordingly.

Conclusion

To summarise everything that I have researched and analysed, within. I conclude that my research has shown that academic skills are dependent on an individual's personal approach to their academic pathway of study. The areas I have researched and analysed suggests that these are paramount to any form of academic success.

References

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