EYEC 4008
2307183
375 words

Skills and Personal Qualities that support Academic Study

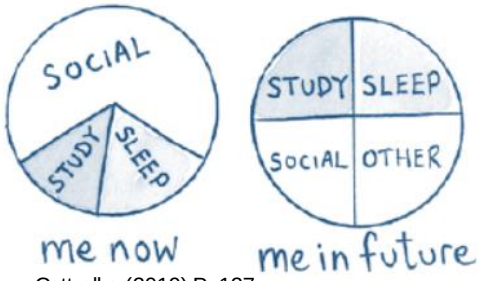
What is a Skill? This is something you learn Cottrell (2019)
What is a Personal Quality? Who you are a person

Time Management

Understand where your time needs to be broken down and build yourself a foundation of tasks that need completing.

- Plan
- Prioritise
- Be Systematic
- Requirements
- Life Balance
- Manage distraction
- Monitor

Cottrell (2019)



Cottrell.s (2019) P. 127

Cottrell (2019) suggests that two main combinations can really encourage study success. These are how much time you prioritise your study and how well you do this.

Effective time management really does contribute to student success and qualities in future, more senior employment. Eales-Reynolds. (2009)

Referencing & Researching

What is Referencing? Acknowledging credit to the person who originally sourced the information you have read.

A large proportion of your learning as a student is independent learning. This is where you will access suggested reading lists and research resources to support your assignments.

Research is…
'Spirit of Enquiry' Cottrell (2019) p. 233

Naturally, every day without realising we are researching information. Whether it be searching for a location, update on sports or interest in understand something you have heard. You will routinely research information from a range of resources based on your academic study.

Plagiarism

What is Plagiarism?
Day, T. (2018) summaries that plagiarism as you using someone else's work and passing it off as your own when you do not give credit to an author for their work and reference correctly it results in committing plagiarism.

How to avoid plagiarism.. Cottrell (2019)

- Good referencing
- Write your notes in your own words
- Full reference list
- Record where exactly you read your information
- Cite your sources even if you are not directly quoting from the source
- Learn to paraphrase Day (2018)

Critical Thinking

Critical thinking is a skills to question everything even when we may think they are typically normal. Eales-Reynolds, L.-J. (2009)
Critically analysing a situation will allow better understanding in identifying existing experience and knowledge and better analysis.

How to be successful at critical thinking..

- Be confident in questioning your own views, beliefs or perception
- Open mind
- Positive or negative judgement
- Honest in facing own biases/prejudices
- Imagination

Cottrell (2019) believes that without critical self-awareness it's tougher to be 'objective to whether we have been influenced'. Cottrell (2019 p.254)

Reference List

Anon (n.d.) *Cite them right : the essential referencing guide*. Bloomsbury Academic. https://ezproxy.uwtsd.ac.uk/login?url=https://www.citethemrightonline.com.

Cottrell, S. (2019) *The study skills handbook* . 5th ed. London :, Red Globe Press

Cottrell, S. (2017) *Critical thinking skills : effective analysis, argument and reflection* . 3rd. edition. London :, Palgrave Macmillan.

Day, T. (2018) *Success in academic writing* . Second edition. Basingstoke, Hampshire :, Palgrave Macmillan.

Eales-Reynolds, L.-J. (2009) Critical thinking skills for education students . Second edition. London :, Sage Publications. ELH.

Kettel, R.P. & DeFauw, D.L. (2018) Paraphrase Without Plagiarism: Use RRLC (Read, Reread, List, Compose). The Reading Teacher. 72 (2), 245–255. doi:10.1002/trtr.1697.

Study skills you need (2011-2023) Available at: How to Reference SkillsYouNeed (Accessed: 07/08/2023).