

Academic Skills

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Introduction

Academic skills is important for every learner to be acquired as it helps in improved performance in the University. For this essay, the one resource that I will be considering shall be “the study skills handbook”. Through this handbook, I will be focusing upon the collaborative study skills. Through this teamwork focused skill, I will be evaluating the other types of abilities that can directly facilitate me to be able to perform better in any project in the future.

Discussion

Teamwork plays a huge role in the University as there are a variety of presentations that require group dynamic to be focused upon. In order to perform well in a collaborative study environment, good communication skill is the first requirement that enables the scope of ideas to be exchanged (Bradbury, 2006). Moreover, in effective teamwork, there is a wider variety of soft skills that are needed as well in order to make sure that a presentation is made well in group studies. In collaborative skills to be developed, research, communication, delegation abilities, writing skills, notetaking abilities are all required in order to work together. Either an individual can have all of these skills or individual can excel in some of these skills individually and worked with another person who excels in other skills.

Reflection plays a crucial role for each of the individuals working in a collaborative study group activity. Through reflection different types of knowledge being acquired by lectures, past experiences, and more is represented accurately in a professional work. This helps in raising the quality of the research being performed and as per different theories and frameworks being studied, actual examples can be provided through personal and professional examples that help in improved collaborative skills to be developed. It is essential for there to be focus being given upon an assessment of which peer members are working with which learners. As a result of valuable study skills being acquired, improved teamwork abilities is also attained by individuals who are continuously helping one another to develop knowledge and create a presentation (Cottrell, 2019).

Being able to recognise the efforts of other peer members is important in academic skills as it directly facilitates in motivation being created. I have been able to focus upon using my leadership skills at a greater capacity in order to make sure that a collaborative study skill is continuously being focused upon and attained. I have delegated work to each of the members who have been working with me and have identified what type of skills they had that I have been lacking. As a result of this assessment process, I was able to provide feedback and get feedback from other peer members and tutors as well. This allowed the scope of understanding how to leverage a particular skill such as research ability or writing ability of other students and combining it together (Saunders *et al.*, 2016).

Productivity was a huge aspect in study skills being pursued as utilisation of the pomodoro method or a time blocking strategy directly help me to understand how to focus better (Geisinger, 2016). I had provided this skill and knowledge on how to execute this to other peer members aspect as it directly help in making them productive and waste lesser time. Our academic skills was improving through these methods and understand how research-based tactics could enable much more focus and motivation to be created when working in a collaborative capacity. Productivity is a result of consistent focus being created and privatising different tasks. I was able to reach peak performance in productivity while studying with others by consistently eliminating any distractions that were coming towards my way.

In order to collaboratively study, I was conscious about the type of language that I was using with other people as I did not want anyone to feel as if they were facing discrimination when working and learning with me. As a result of this, I was focused upon using an inclusive language with others directly facilitate in my verbal communication skills to improve. As a result of this, public speaking opportunities were open that can directly help in confidence to be empowered. I was focused upon taking the opportunity to present group presentations to the class so that I could experience what it felt like engage with a large crowd. As a result of this, I was able to understand what type of tonality, vocal modulation, and eye contact methods that I should use in order to make sure that I am making a greater impact.

In pursuit of collaborative studies to be developed in me, I was focused upon segregating all of the slides and group work amongst ourselves and making sure that everyone was speaking about the areas that they were good at. In the part of creating a collaborative study environment, I was focused upon giving different people different roles as well such as timekeeper, record keeper, task manager, and more as well. As a result of this focused strategy being implemented, I was able to take the responsibility of it task manager and make sure that everyone was executing their work on time. As a result of this, I was able to make sure that deadlines were being met on time and there was a higher level of coordinated quality work being executed on time. This was important to me as I have prioritised my education above all of the other aspects (Warsah *et al.*, 2021).

A collaborative study, I had been able to understand that conflict emerges amongst members as a by-product of conflicting ideas. In order to defuse the situation, I had soon developed an appropriate method of finding a middle ground and reiterating the objective of collaborative study. As a result of making others understand why grades are important and how we will be assessed on our knowledge allowed us to focus upon learning much better and making sure that our priorities were straight in the University. As a result of this, we work taking mock tests of one another and making sure that focus was always attained. Collaborative studies facilitates in mock interviews and tests to be undertaken that helps an individual to assess the knowledge and make sure the confidence is being increased (Kropp *et al.*, 2016).

Understanding group dynamics is an important area in collaborative study that I was able to improve as well. The biggest ability that was apparent to me in the entire process of working with others was my listening skills. Soon I was able to develop active listening ability through which it was easier for there to be an understanding of what is important to other people. As a result of this, I was aligning learning goals with personal objectives and making it easier for other students to focus upon growth-oriented activities through improved knowledge when we were studying. As a result of all of these aspects, negative criticism was being eliminated and positive and constructive dialogues were being put in place instead of them (Cundill *al.*, 2019).

Conclusion

In this above essay, I have taken the topic of collaborative study skills being used in the University to learn other abilities. Throughout this entire assessment, the different types of hurdles and opportunities that are present when learning with other people has been illustrated. The dynamics of teamwork and the way in which a leadership quality can be utilised in order to make sure that collaboration is being achieved effectively has been analysed here in this assessment. The process of utilising feedback strategically has been detailed here as well.

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