Effective study skills for assignment writing

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In this poster there will be information on several study skills which will be useful when completing assignments for courses at the University of Wales Trinity Saint David. Every person learns in different ways and the more varied and diverse the information and skills provided, the broader the spectrum of learners can be helped. Pritchard (2008) explains that only a lucky few have the natural ability to learn easily, therefore a differentiation in study skills is essential.

Time management is a personal choice and is unique to every individual. Managing time is a vital skill while studying. Finding time to study alongside working, being a parent and everyday chores can be difficult.

Cottrell (2019) explains, managing your time as a student, will increase your success in your studies. Using a few different resources, Cottrell (2019) advises planning your time efficiently and prioritising most urgent and important tasks. Ensuring your assignments, work life and home life are balanced will help reduce any stress and will ensure all tasks are completed by their required deadlines.

Moore (2010) suggests making weekly and daily timetables to aid in study. Creating a weekly timetable structures the subject for the week, whilst making a daily timetable focuses the learning for that day.

Adopting new strategies in your studying will also help in time management. For example, skimming or scanning for keywords when reading through text, reduces the reading time to access the required information. When you find the relevant information, you have more time for detailed reading of the text.

Plagiarism occurs when someone uses another persons work and ideas as their own (Plagiarism.org, 2017). To avoid plagiarism during assignment writing, you should paraphrase subjects that you have read or information you have viewed for the work.

Using direct quotes can be useful, however paraphrasing shows that you have read and understood the information and can use it effectively in your work. While paraphrasing you must always reference the original author and source, this acknowledges them for their work, will be helpful if you need the information in the future and ensures there is no plagiarism.

Using the Cite them Right (2023) Harvard referencing style, there are also differing referencing for the type of information medium being referenced, for example to reference a video:

Name or Organisation (Year posted) *Title.* Available at: Accessed: Date

Whilst referencing a book:

Author (Year published) *Title.* Edition. Place of publication: Publisher

Note taking comes in a variety of forms, you may write short notes, abbreviate words or use bullet points. You may also be a visual learner and create mind maps of your chosen subject. Cue cards can be useful for presentations and exams.

Taking notes during lectures helps remind you of different ideas that the lecturer and sometimes your peers have given. As well as handwritten notes you may also request to record the session and listen back to it while studying set subjects. Taking notes while reading text or watching videos will also be beneficial to study as these will be useful for paraphrasing what you have read and understood and later in referencing your work.

While taking notes be mindful of thinking critically. Cottrell (2017) explains that everyone has the ability to think critically and this is used in various activities during everyday life. Information used for assignments and studies needs to be un-biased, relevant to the subject, correct and up to date. This can be checked by researching different sources of the same subject.

In conclusion, the use of these and many other study skills will benefit all students, whether at the beginning of their studies or for more experienced. Paraphrasing is essential in avoiding plagiarism and referencing should be done for all assignments. While taking notes always remember to think critically and read various sources to ensure the correct information is collected.

Reference List

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