

SKILLS AND PERSONAL QUALITIES TO EFFECTIVE ACADEMIC STUDY DEVELOPMENT



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Introduction

Effective study skills are critical to academic success. These skills can be developed and honed over time, allowing students to retain information and perform better academically.

Effective Note-Taking

- Taking organized and concise notes during lectures or readings is crucial. Well-structured notes can serve as a reference for review and study, helping to retain and understand information.
- Simplifying large amounts of information, sometimes there are too many words to convey the message. Skim right through and highlight important words to create a bullet point lists of key ideas.
- Vary networked notes to suit the task or way of thinking.
- As Barwood (2006) point out, Vary networked notes to change the original way of the brains thinking. That is suitable for the new idea task or multi way of thinking.

Time Management

- Time management ensures efficient use of study time, reducing procrastination and stress.
- It is important to maintain a balance so that you can continue to do the important things in a healthy life.
- Create a usable time schedule that shows how long a typical week's activities take and see where you have time for action.
- Using a high-quality study time.
- Plan schedule strategically, and quite to stick to the plans.
- Northedge (2007) emphasized that to make full use of time, one must plan the schedule strategically and follow the plan.

Study Techniques

- Utilizing proven techniques like spaced repetition and self-testing can enhance learning and memory.
- Review the information at least three times. Check back often or shortly.
- Use flashcards for spaced repetition or quiz yourself on key concepts.
- Make some connections between what you need to remember and the different things you discover.
- Relate what you learn to your own experiences. Write it over and over in your own words or graphic.
- A study in the journal English and Education (Sitompul,E.Y, 2013) highlighted effective techniques helps memory retention.

Conclusion

Developing the right skills and personal qualities is the cornerstone of achieving excellence in your academic journey. I've explored a range of key skills that collectively empower you to succeed in your academic endeavors.



REFERENCE LINK

Barwood,T. (2006) *Learning to Learn Pocketbook*. 2nd edn. Hampshire:Teachers' Pocketbooks pp.32-33

Cottrell,S.(2008) *The Study Skills Handbook*. 3rd edn. Hampshire:Palgrave Macmillan. pp300-304

Northedge,A. (2007) *The Good Study Guide*. 2nd edn. Milton Keynes:The Open University pp39-40

Sitompul,E.Y. (2013) 'Teaching vocabulary using flashcards and word list'. *Journal of English and Education*,1(1), pp55-56.Available at:

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