

Team Manager Development Programme

Study Skills

Our agenda

- Learning style
- Reading and Note Taking
- Assignment Planning and Writing
- Refreshment break
- Critical Analysis



Prep work: Learning style



- Reflect on the learning style questionnaire
- Think about how this knowledge can help you use your study time most effectively

What's your learning style?

See it

Visual



Say it

Auditory



Do it

Kinesthetic



Effective Reading & Note taking



Fast reading techniques

- Simply reading and re-reading the course material in an unfocused way takes more time than you can afford.
- Fast reading techniques help you to browse text and extract key points. This enables you to get through a substantial amount of reading in quite a short time.

Understanding the structure of a text

To gain an understanding of a textbook's content and structure, you should look at the Table of Contents.

Areas to look at include:

- Main parts
- Sections
- Chapters
- Chapter topics
- Headings & subheadings
- Diagrams & charts

Continued...

To understand the structure of an article or other reading, look at the following sections:

- Abstract (An outline of the article)
- Sections
- Headings / sub-headings
- Charts & diagrams

Continued...

To determine if the text contains relevant information, you should ask yourself questions such as:

- What do I already know about this topic?
- What do I need to know about this topic?
- Can I find what I need to know in the Table of Contents, the index or through the structure of the reading?
- Are there specific areas, eg chapter or sub-headings, that match what I need to know?

Skimming

Skimming involves reading a text very quickly and superficially in order to get a general idea of the content.

Why skim?

- Locates key information, eg main points, quickly
- Saves time by avoiding reading unnecessary information

Continued...

Steps for skimming

- Read for main ideas only (not details)
- Read the introduction
- Read topic sentences (usually the first sentence in a paragraph)
- Read the conclusion
- Read any headings

Scanning

Scanning is a reading skill used to locate key or specific information quickly, eg dates, numbers, examples & definitions.

Why scan?

- To pick up on detail
- To fill in gaps in your knowledge (give depth)

Continued...

Steps for scanning:

- Look for key words, or words that are repeated
- Look for definitions
- Look for highlighted words, eg words in **bold** or *italic*
- Look for numbers, eg dates and statistics
- Look for examples, including diagrams

Top tips for effective reading

- Know why you are reading the text – decide before you start and keep the purpose in mind.
- Underline or highlight key words / phrases as you read.
- Make annotations in the margin to summarise main points, raise questions.
- Read critically by asking questions of the text. Who wrote it? When? Who is the intended audience? Does it link with other material? Good readers are critical readers. Test the writer's argument against your own previous knowledge and experience.

How can I make good notes?

- If you already have some ideas about what the main parts or themes or sections of your writing will be, try to group your notes as you go along.
- Take notes in your own words. Use key words, phrases, short sentences.
- Avoid cutting and pasting, or copying huge chunks from books or articles – you risk committing plagiarism by accident.

Continued...

- As you make notes, record correctly all the details of your sources of information because you will need this for your references. Many students forget to do this, and waste many hours looking for the information later.
- Try not to cram too much information on one page. This makes it hard to read, and difficult to add to later.

Mind Mapping

- What is your basic theme?
- Add main ideas
- Add subtopics
- Turn mind map into essay plan



Assignment Planning and Writing



What exactly have you been asked to do?

- Read the question carefully
- Look at the assessment criteria
- Number of words?
- Deadline?



The early stages

- What do you already know?
 - Check lecture notes & handouts
- Brainstorm
- Sketch a first plan

Get reading and researching

What do you need to know? How will you find it out?

- Identify key texts from the module reading lists
- Follow up with more specific articles when you know what you need to know
- Make brief notes as you go
- Record your sources with your notes and page refs

Plan and draft

- Review or redo your first plan.
- Write a first draft: as quickly as you can, starting wherever it's easiest (probably not the introduction).

Take a break

Critical reading:

- Yourself
- Someone else



The redraft and edit

Ask yourself does this make sense? Is it clear?

Editing

- For organisation and structure – clear paragraphs, introduction & conclusion
- Accuracy – flow, language, minor edits

Writing a final draft

- Final organisation
- Layout and appearance: use size 12 text and 1.5 spacing
- References
 - Library Research Guide 2: Citing your references using the Harvard (Author-Date) system

Any further questions on study skills?



Skimming and Scanning reminder

- Skimming:
 - Involves reading a text very
 - Quickly and superficially in order to get a
 - General idea of the content.
- Scanning:
 - Is a reading skill used to locate key
 - Specific information quickly, e.g., dates, numbers, examples & definitions.



Breakout rooms



Activity 1 - Skimming activity

- Read the Skimming Activity you have downloaded.
- Take one minute to skim the content.
- 15 minute feedback on what the text is telling us.

Activity 2 - Scanning activity

- Read the scanning activity that you have downloaded.
- Take two minutes to scan the text.
- Answer the questions on the document.

Activity 3 - Reflection

- Thinking of activity 1 and 2.
- How might you incorporate skimming and scanning in your own academic practice/ study?
- Take your tea break at 14.45

Take a break



Critical Analysis

What is critical thinking?



What is critical thinking?

Critical thinking involves reading and writing critically:

- Reading critically means – examining different points of view with an open and enquiring mind, evaluating your own position, and drawing conclusions as to whether a particular point of view is persuasive.
- Writing critically means – presenting your conclusions in a clear and well-reasoned way to persuade others.

OXFORD
BROOKES
UNIVERSITY

School of Health and Social Care



<http://shsc.brookes.ac.uk>

'Be more critical!'

A practical guide for Health and Social Care students

Mary Woolliams
Kate Williams
Dan Butcher
Jim Pye

Critical thinkers

- Pay attention to detail
- Consider different points of view
- Evaluate their own position
- Develop an accurate understanding of an issue
- Identify trends and predict outcomes
- Consider broad implications and long-term consequences

A critical thinker will:

- Critically analyse the task
- Identify the author's purpose and position
- Consider whether the evidence presented is sufficient
- Identify any flaws in the author's reasoning
- Determine whether the author's position is persuasive
- Support an argument with evidence

Reflective practice

Driscoll (2007) adapted and applied 3 key questions for reflective practice:

- WHAT – the description of the event
- SO WHAT – the analysis of the event
- NOW WHAT – the proposed actions following the event

For more information:

http://www.nottingham.ac.uk/nmp/sonet/rlos/placs/critical_reflection/models/driscoll.html

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Development

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