Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Academic Skills:

Postgraduate Students

Dr. Tamara O'Connor
Student Learning Development
student.learning@tcd.ie

SLD
Student Learning Development

What TV / Netflix show do you recommend watching?

Today's objectives

- Self-management

- Critical thinking, reading, notemaking

- Writing

- Other academic skills – where to get assistance

Self-management skills

- Goals

- Time Management

- Organisation

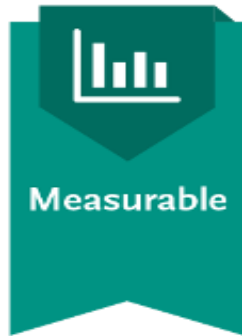- Plan, Monitor & Evaluate
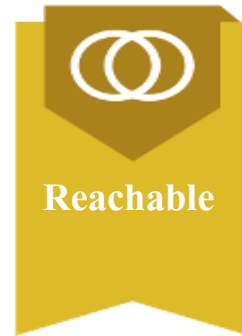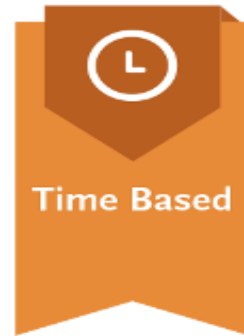 - Self-awareness

Set SMART Goals:

Planning – Gantt chart

Months	1	2	3	4	5	6	7
Topic Agreed	■						
Aims & Objectives	■						
Opening Sections		■				■	
Draft Outline				■			
Literature Review	■	■	■	■	■		
Method/ Approach		■	■	■	■		
Analysis/ Results				■	■		
Discussion/ Conclusions					■	■	
References Acknowledge						■	■
Binding							■
Submission to Supervisor							■

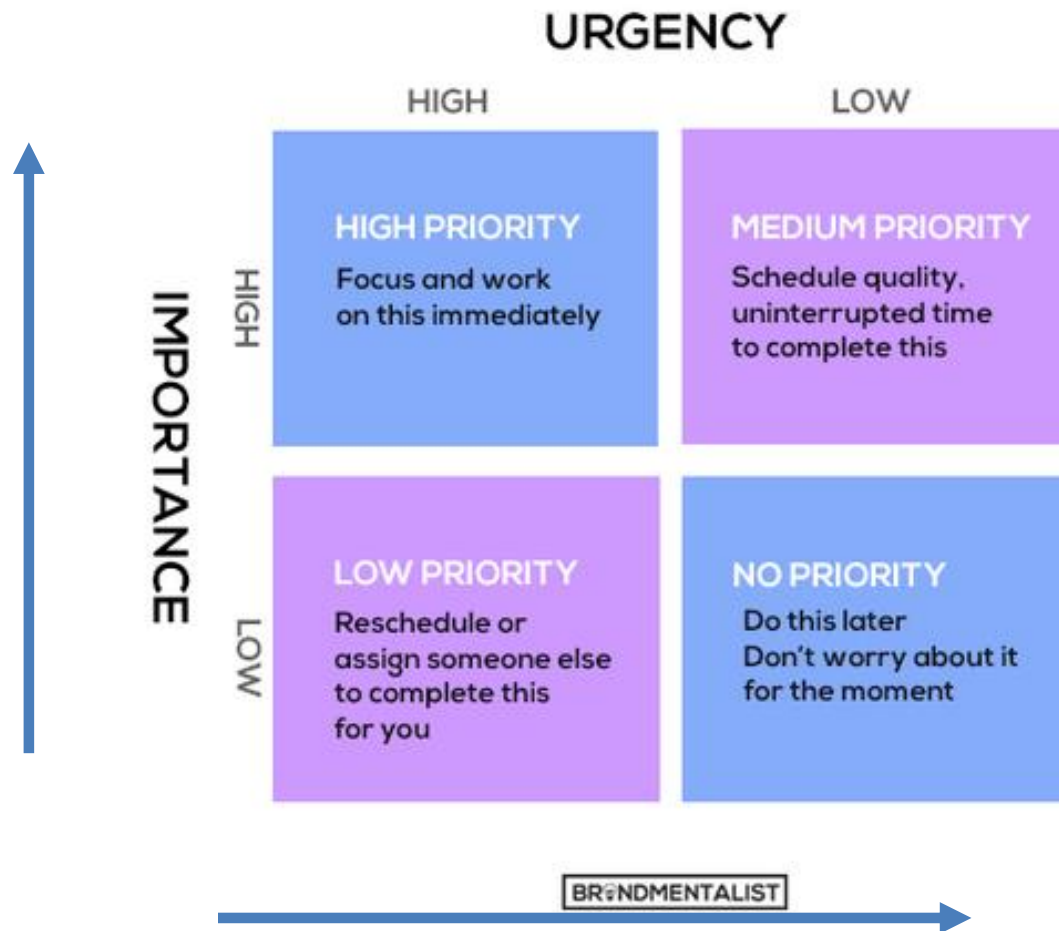# When & where to study?

What works for you?

Time Management Strategies

- Prioritise

- Specificity

- Small bite-size pieces

- Use all available time

- Structure the environment

- Establish a routine

- Schedule

Effectively Manage Your TIME:

THE ART OF PRIORITISING

URGENCY

HIGH / LOW

IMPORTANCE

HIGH / LOW

HIGH PRIORITY
Focus and work on this immediately

MEDIUM PRIORITY
Schedule quality, uninterrupted time to complete this

LOW PRIORITY
Reschedule or assign someone else to complete this for you

NO PRIORITY
Do this later
Don't worry about it for the moment

BRONDMENTALIST

Have a system

Scheduling & Actions
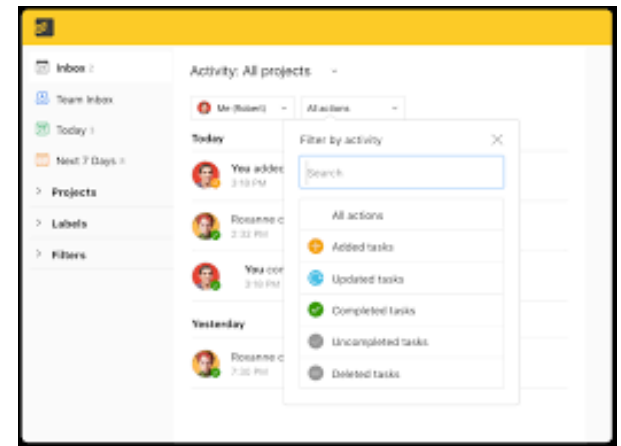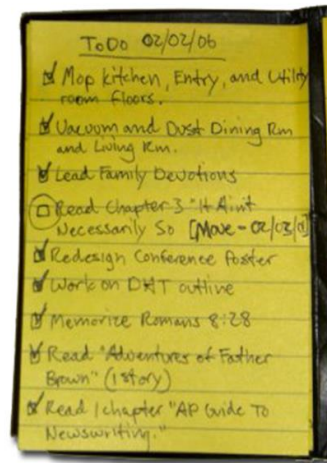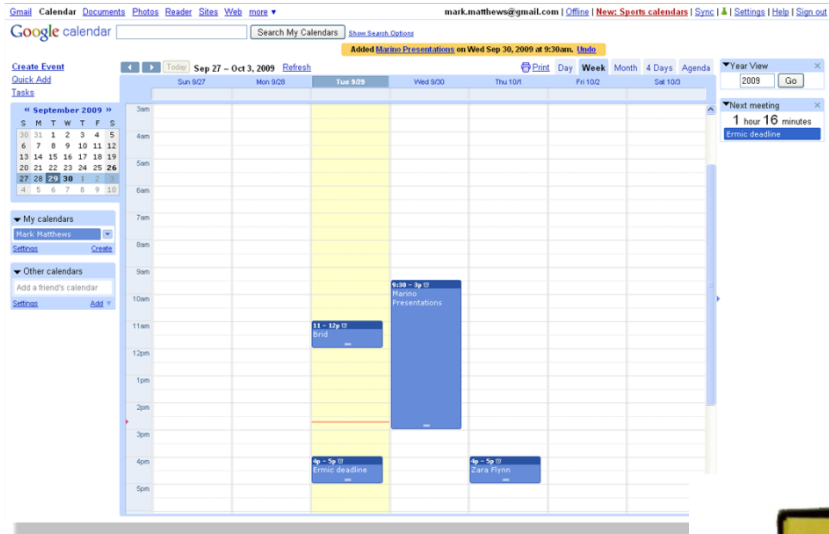
Weekly Planning Sheet

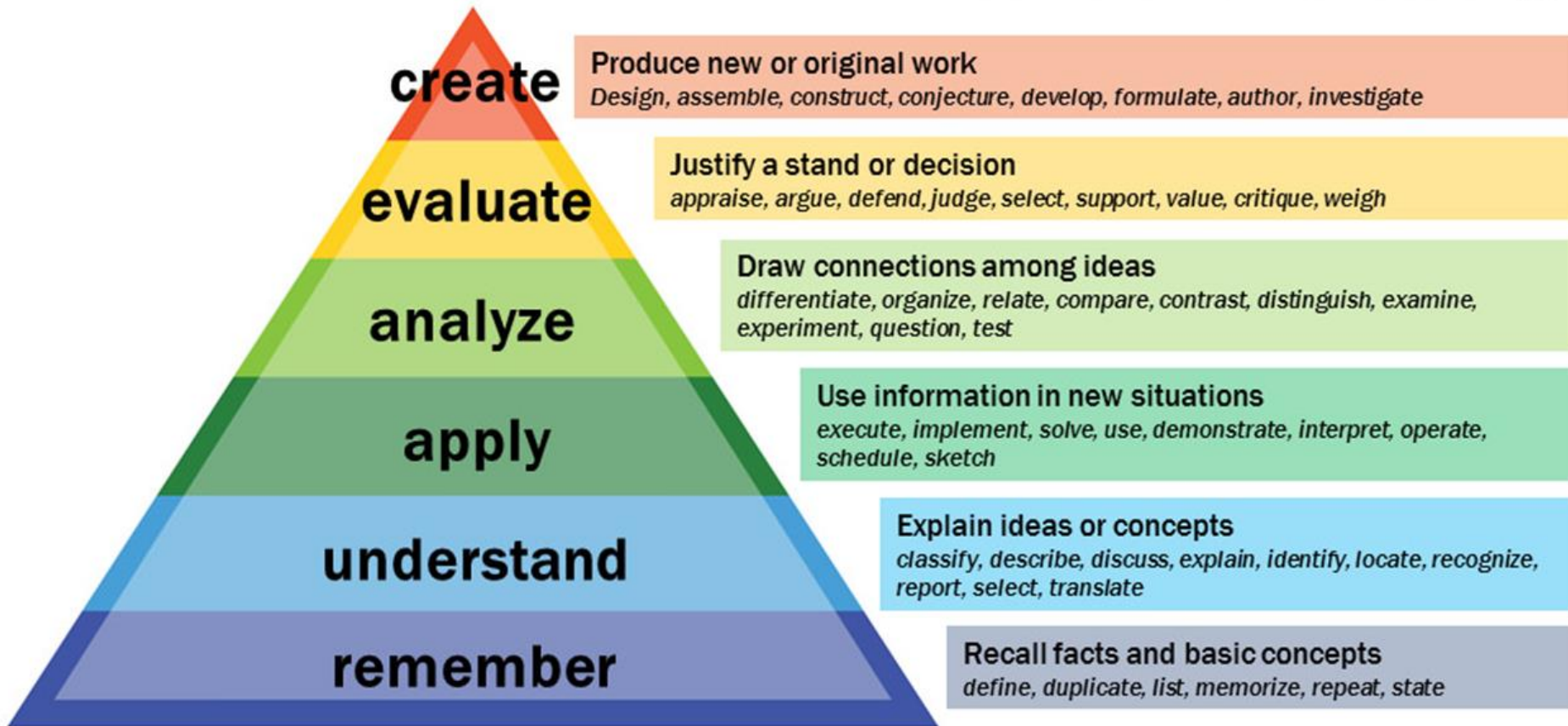|	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8							
8-9							
9-10							
10-11							
11-12							
12-13							
13-14							
14-15							
15-16							
16-17							
17-18							
18-19							
19-20							
20-21							
21-22							
22-23							
23-24							

Simply put, life can sometimes get overwhelming…

- Attitude
- Effort
- Balance
- Seek help

Deep, active, critical approach to learning

Bloom's Taxonomy

create — Produce new or original work
Design, assemble, construct, conjecture, develop, formulate, author, investigate

evaluate — Justify a stand or decision
appraise, argue, defend, judge, select, support, value, critique, weigh

analyze — Draw connections among ideas
differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test

apply — Use information in new situations
execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch

understand — Explain ideas or concepts
classify, describe, discuss, explain, identify, locate, recognize, report, select, translate

remember — Recall facts and basic concepts
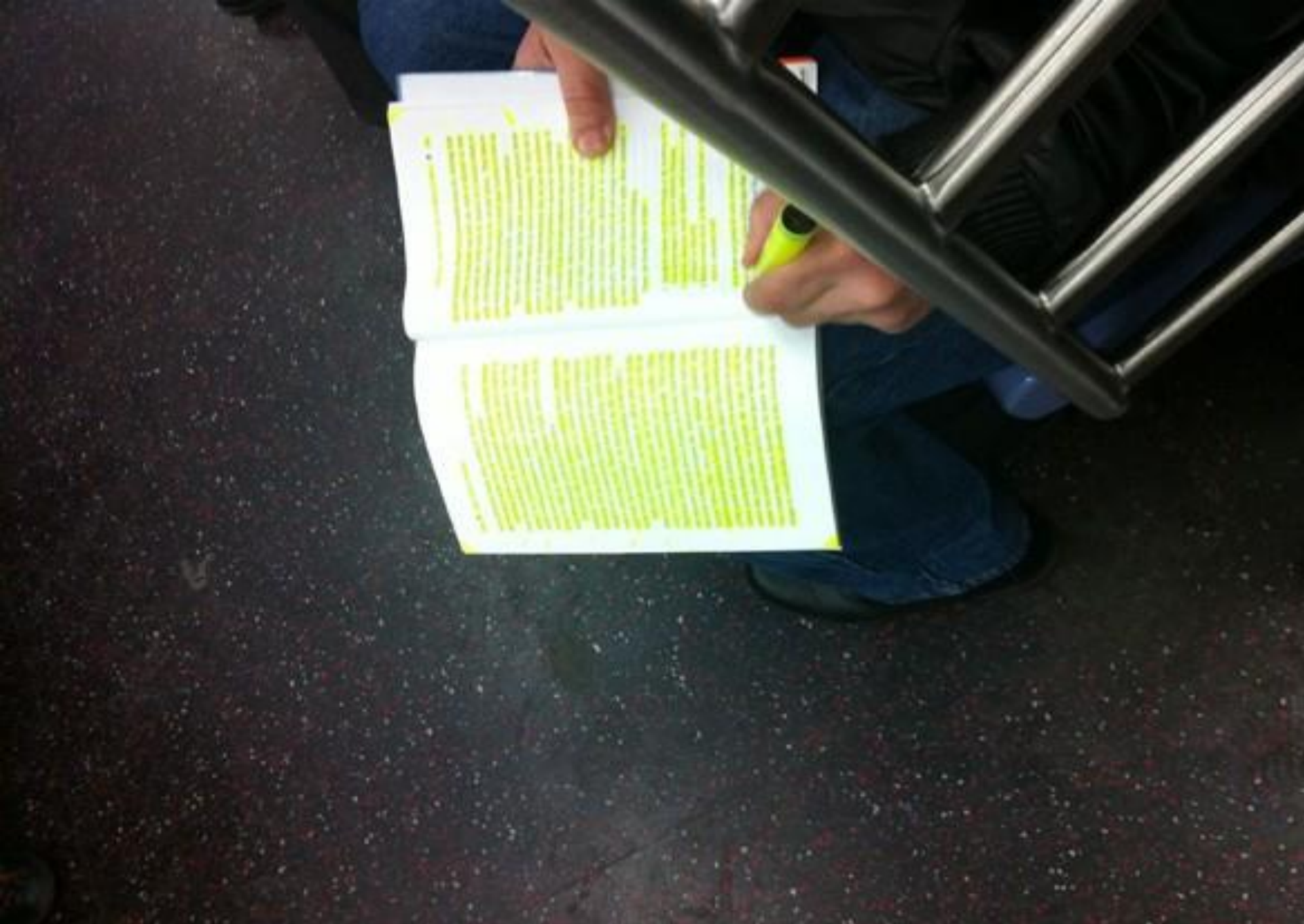define, duplicate, list, memorize, repeat, state

Vanderbilt University Center for Teaching

Effective Learning Strategies

- **Retrieval Practice**

- **Active, Deep Processing**
  - Discussion
  - Visualisation
  - Teaching someone/thing else
  - Diagrams
  - Making associations
  - Asking questions

Effective Reading Strategies

- Determine purpose

- Scanning/skimming

- Read critically

  - Understanding

  - Questioning

  - Evaluating

Making Notes

- Highlight important points

- Summarise key words

- Index cards, concept maps, summaries, grids, outlines

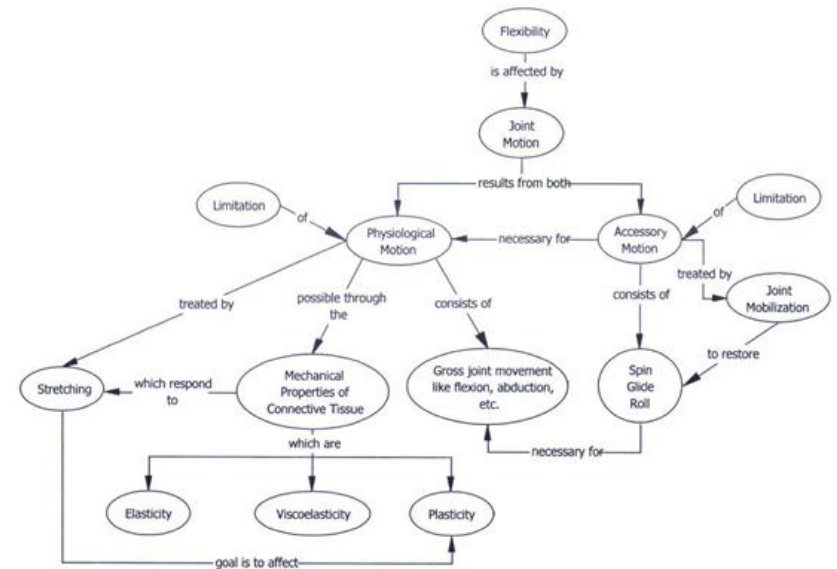| Author	Year	Aim	Methods	Conclusions	Critique

Figure 1 An example of a partial concept map for flexibility showing how concepts and propositions are related.

How do you make notes?

1. **Summaries – just write prose**

2. **Outlines**

3. **Concept / Mind maps**

4. **Other**

Interactive reading & note taking

- **Collect notes not articles or books**

- **"…your thoughts about others' work" (Single 2010, p. 79)**

- **Pre-Writing**

# Writing skills – Getting started

Writing to prompts

- What writing have I done and what would I like to do?

- Where do my ideas come from?

- How does what I read compare with my own views?

- What I want to write about next is…

- What do I want to write about next?

Writing skills – Getting started

Freewriting

- Writing for 5 minutes

- Without stopping

- In sentences

- Private – no external reader

- No structure needed

- Topic related to your research or to a prompt

- Like brainstorming in sentences
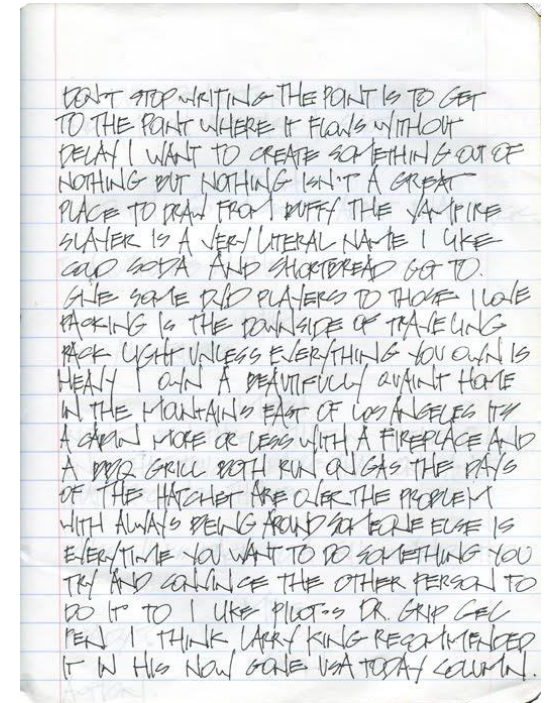
More academic skills

- Writing skills – Student Learning Development (SLD)

- Research skills – SLD & Library
  https://www.tcd.ie/library/support/

  - Finding & evaluating information

  - Literature reviews

  - Referencing

- Revision & exam skills - SLD

- Presentation skills - SLD

Image text: "LEFT EXIT 12", "EXAMS, DISSERTATIONS, STRESS", "SLD", "imgflip.com"
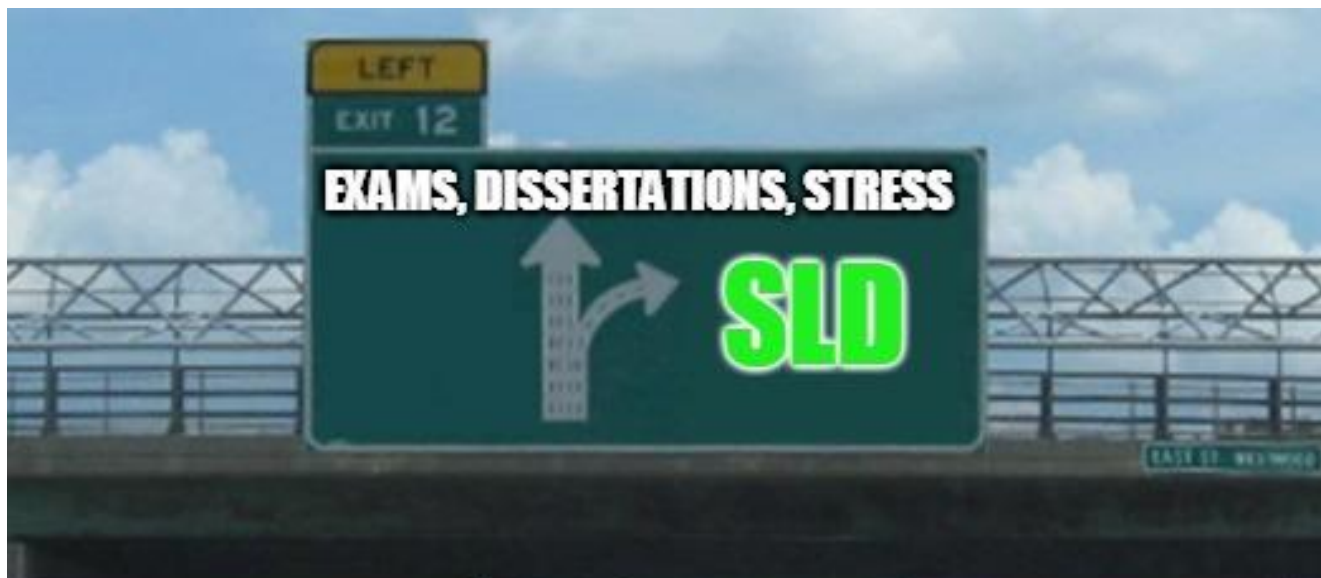
Where to find us

Visit our website at:

http://student-learning.tcd.ie

Email us at:

student.learning@tcd.ie

Phone us on:

01-8961407

Enrol on Blackboard module:

Academic Skills for Successful Learning

Feedback, please!

https://www.surveymonkey.com/r/tailor

References

Single, P.B.. (2010). *Demystifying dissertation writing: A streamlined process from choice of topic to final text*. Sterling, VA: Stylus Publishing, LLC.

Armstrong, P. (nd). *Bloom's Taxonomy*. Vanderbilt University, Center for Teaching. Retrieved from https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/

Trinity College Dublin
Coláiste na Trínóide, Baile Átha Cliath
The University of Dublin

Thank You