

1. Activity: Personal skills review – a focusing questionnaire

To get you started complete the following questionnaire – but do it quickly. Don't think too much about your answers. This is not about getting it 'right' – it's about having a quick brainstorm.

- 1 How do you feel about yourself as a learner at the moment? Are you good at it?
- 2 How positive do you feel about being a student? How committed are you to developing your skills? What are you prepared to do to improve? How much time and energy are you prepared to put in?
- 3 How organised are you? (If you have brought up a family or juggled work with a hobby or family, then you are used to organising your life. This is a useful, transferable skill.)
- 4 If you have studied before, did you have set times to work? Do you have a place to study – a room, a desk, a table? Have you got an overall *approach* to studying? Do you feel you have successful strategies overall? What do you need to enable effective study?
- 5 What reading do you do at the moment? Are you happy with your reading skills? What do you think you need to make you a more successful academic reader?
- 6 How confident do you feel about using the library? Can you do successful online searches? Have you used journals or e-journals yet? What do you need here?
- 7 Do you make notes when you study? Are you happy with your notes? What do you do with your notes? What do you need to learn about notemaking?
- 8 What sorts of writing do you do at the moment (e.g. letters, blogs, emails, tweets, texts)? Have you written essays before? What sort of marks did you get? Are you happy with that? What do you want to get from the sections of the book that cover academic writing?
- 9 Have you ever had to make a presentation to a group of people? (A talk of a set length to a specific audience, usually on a specific topic.) How did it go? What do you feel about the idea of having to do presentations on your course? What do you want to know about presentations?
- 10 Have you revised for and sat exams? How did it go? How do you feel about your memory? How do you feel about exams? What do you need to know about revision and exam techniques?

FIGURE 1A Personal skills review



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