

Prepare for studying with this Academic Skills Checklist

Tick one of
the boxes

Find resources on
Skills Hub

	yes	not sure	no	
Getting started				
• I am organized and able to manage my time effectively				Being organized
• I know how to use a range of note-making techniques				Note-making styles
Critical thinking and reading				
• I read widely and form insightful arguments, supporting this with evidence				Critical thinking
• I can compare and evaluate the works of multiple academics				Evaluating arguments
• I know where to find the resources from my module reading list				Online Reading List
• I can use active reading strategies when reading an academic journal article				Reading Strategies
Digital skills				
• I know how to search effectively for information for my assignments				How to search
• I can judge the validity of sources that I find for my assignments				Valid Sources
• I know how to use the technology needed for academic study				Digital learning
Numeracy and statistics				
• I have the mathematical skills needed for my course				Mathematical skills
Participating and presenting				
• I know how to prepare for seminars and contribute to discussions				Preparing for seminars
• I know how to prepare for and deliver a presentation				Presentations
Academic writing				
• I can produce a written plan for an essay or a report				Planning an essay or a report
• I know how to write in the academic style expected for my assignments				Academic writing style
Referencing and academic integrity				
• I can reference my sources in the style required for my course e.g. Harvard				Referencing styles
• I know how to record sources when searching e.g. bookmarking digital sources				Reference management tools
• I understand what academic integrity means and why it is important				Academic Integrity
Revision and exams				
• I know how to prepare for online assessments				Online assessments
• I can revise effectively and have effective exam-writing techniques				Revision Exam techniques
Employability				
• I know where to find advice on writing a CV and finding part-time work				Writing CV and finding work
• I understand how to prepare for and choose my future career				Preparing for future career