Academic study skills cards

This set of cards has been created using the Open University's Skills for Study guidance, which defines the skills and capabilities students need for academic study.

You can use the cards on their own, or together with the Employability and Digital & Information Literacy (DIL) cards, to consider skills development across the curriculum. Please see the separate document, 'Using the OU skills cards', for activity suggestions.

Academic study skill

PREPARING ASSIGNMENTS

Understanding the question
Gathering materials
Drafting your answer
Writing in your own words.

Academic study skill

PREPARING FOR EXAMS

Revising
Managing stress.

Academic study skill

TIME MANAGEMENT

Plan and prioritise study goals
Deal with distractions.

Academic study skill

READING CRITICALLY

Read with a purpose
Scan and skim
Take notes
Analyse, compare, synthesise.

Academic study skill

DEVELOPING ACADEMIC ENGLISH

Comprehend and produce written and spoken texts in abstract and technical language for academic purposes and audiences

e.g. Selecting and evaluating information, writing for different purposes.

Academic study skill

PREPARING AN ARGUMENT

Use evidence to support your position

‘Hedge’.

Academic study skill

GIVING PRESENTATIONS

Check what is required
Prepare your script
Practise
Deliver your presentation.

Academic study skill

NOTE-TAKING

Note down main points

Summarise, condense and organise

Mind maps.

Academic study skill

NUMERACY AND MATHS

Read Maths
Write Maths.

Academic study skill

CRITICAL REFLECTION

Reflect on progress and
effectiveness of learning
Set and achieve goals.

Academic study skill

SUMMARISING MATERIALS

Use headings and keywords
Focus on main ideas
Classify and organise information in a logical manner.

Academic study skill

SYNTHESISING MATERIALS

Identify concepts
Summarise themes
Develop a narrative
based on themes.