1st Year- Spanish section

Study skills and management

Course title: studying habits and setting

Study skills refer to a set of techniques, strategies, and habits that individuals use to enhance their learning and academic performance. These skills encompass a range of activities such as effective time management, note-taking, reading comprehension, critical thinking, organization, and exam preparation. Developing strong study skills can help students absorb and retain information more efficiently, leading to improved understanding and success in academic pursuits.

How do we manage our time effectively?

Some practical tips are recommended in what follows in order to help students build good study habits and develop university study skills:

* **Set Clear Goals:** Define your short-term and long-term goals to provide direction for your tasks.
* **Prioritize Tasks**: Identify the most important and urgent tasks. Focus on high-priority items before less crucial ones.
* **Create a Schedule:** Use a planner or digital tools to organize your day. Allocate specific time blocks for different activities.
* **Avoid Procrastination:** Break larger tasks into smaller, more manageable steps. Start with small, achievable goals to build momentum.
* **Eliminate Distractions:** Minimize interruptions by turning off notifications, finding a quiet workspace, or using tools to block distracting websites.
* **Time Blocking:** Group similar tasks together and allocate specific blocks of time to tackle them. This can improve efficiency and concentration.
* **Take Breaks:** Allow yourself short breaks to maintain focus and prevent burnout. Consider techniques like the Pomodoro Technique (working for 25 minutes, then taking a 5-minute break).
* **Learn to Say No:** Be mindful of your commitments and avoid over committing. Saying no when necessary helps manage your workload.
* **Review and Adjust:** Regularly evaluate your schedule to see what's working and what needs adjustment. Adapt your plan as needed.
* **Set Realistic Expectations:** Be realistic about what you can accomplish in a given timeframe. Avoid setting yourself up for failure with overly ambitious goals.

**Task1:** With reference to your daily studying habits, answer the following questions. Discuss the answers with your classmates

* Am I really motivated to study this year? Why?
* What are my outside university study routines? Are they really effective?
* Why do I feel dis-comfortable/ comfortable being in one class or another? Is it to do with my teachers, the subject taught or myself?
* To what degree am ‘I self disciplined in my English studies?
* Am ‘I giving myself enough/real time to study? Why?
* To what extent am ‘I concentrated in my studies? What makes me more concentrated in class? Why?

**Task2:** Fill in the blanks with the appropriate study skills terms or strategies. Use the word bank provided to help you.

**Words blank:**

Time Management distraction management

Active Listening goal setting

Note Taking distraction free

Prioritization regular breaks

Study Techniques active reading

1. Effective **……………………………** involves setting clear objectives and breaking them down into manageable tasks.
2. **………………………** is the process of organizing and planning how to divide your time between specific activities.
3. Good **………………………..** is a skill that helps you capture key points during lectures or readings.
4. **…………………………** involves identifying tasks based on their importance and tackling high-priority items first.
5. **………………………….** are strategies or methods that help improve your ability to absorb and retain information.
6. Using **……………………………………** can help you manage interruptions and stay focused on your studies.
7. **………………………..** involves setting specific, measurable, achievable, relevant, and time-bound objectives.
8. Creating a **……………………..** environment is crucial for maintaining focus and avoiding disruptions during study sessions.
9. Taking **……………….** helps prevent burnout and allows you to maintain concentration and productivity.
10. **………………….**involves actively engaging with the material, such as asking questions and discussing concepts.