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| **Course title** | **Study Skills** |
| **Lecturer** | dr Anna Śliwa |
| **Level** | bachelor |
| **Length** | 15 h |
| **Type** | major course |
| **Form** | workshop |
| **Content** | 1. How to survive at university: turning soft skills into academic and then professional skills, university savoir vivre. Planning your career path. |
| 1. Effective learning techniques. How your brain works: creativity, reflection, motivation. Long and short term memory, individual memory styles. |
| 1. Working with others – collaborative study: becoming an effective team member, making your point, communication problem solving, building your professional/academic image, self-development. Sharing work without cheating. |
| 1. Recording and using information: visual thinking, effective note-taking techniques. Sketchnoting. Mind maps. |
| 1. Academic writing. A seven-point procedure for writing assignments. Critical analytical thinking. Identifying, selecting and managing relevant information. Plagiarism. Referencing systems. (4h) |
| 1. Making a public speech. Structuring your argument, making a good impression, persuasive communication. Impact techniques. |
| 1. Giving constructive feedback. The difference between constructive and destructive feedback. |
| **Prerequisites** | none |
| **Learning outcomes** | Knowledge: The student will learn the basics of learning theory, the theory of visual thinking, the referencing systems used at the University and the basics of science behind public speaking |
| Skills: The student will acquire all major study skills: communication skills, learning/cognitive skills, collaboration skills, writing skills and public speaking skills |
| Competences: The student will become competent in different aspects of university life, communication with lecturers and fellow students, managing and presenting information |
| **Selected literature** | 1. Cottrell S., *The Study Skills Handbook (Palgrave Study Skills)*, Palgrave MacMillan 2013 |
| 1. Buzan T., *Mind Map Handbook: The Ultimate Thinking Tool*, Kindle Edition, Thorsons 2013 |
| **Teaching tools** | workshop, discussion, written assignment, presentation |
| **Form of examination** | none |