ASSESSING YOUR ACADEMIC SKILLS

There are many academic skills that you need to nurture throughout your learning journey which are vital to your academic success and also your employability. Complete the following skills audit to reflect on your skills and to identify the priority areas where you may need some work or assistance.

What to do!

Read the SKILLS AREA, place a tick in the column that best fits your assessment of your ability and then in the final column decide the priority for YOU in the development of this skill.

ORGANISATION OF LEARNING

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I have strategies to help me to plan and manage my time.				
I am able to effectively prioritise my tasks and activities.				
I am able to work to deadlines.				
I am aware of what makes my learning more effective (e.g. place to study, time to study etc.).				
I am aware of my learning style and how I learn best.				

INFORMATION SEEKING SKILLS

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I am able to use the Library's ECU Worldsearch to find books and journal titles.				
I am able to use the library databases (e.g. Web of Science to search for and find credible information (e.g. journal articles).				
I am aware of the different types of information (e.g. journal articles, webpages, blogs) and the appropriate time to use these different types.				
I know about and how to access and use the Library Guides.				
I know how to develop a search strategy to find information for my assignment.				
I know the name of my Subject Librarian.				
I am able to evaluate the information I find (e.g. use the CRAAP acronym)				

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READING AND NOTEMAKING

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I can decide which parts of a book I need to read				
I have a system for recording where I find information (e.g. book, author, date)				
I can select and use different reading strategies (e.g. skim, scan, in-depth)				
I can make effective notes when reading				
I can make effective notes when listening (e.g. during lectures)				
I have a system for recording and storing my notes				

REFERENCING

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I am aware that I need to reference in my assignments and understand when I need to reference and how.				
I am aware that ECU uses the APA (6th ed.) system of referencing and can confidently use this system.				
I know how to in-text reference for paraphrases and direct quotes				
I can create an end-text reference list for my in-text citations				
I can paraphrase other people's ideas effectively and integrate them into my writing.				

WRITING SKILLS

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I can analyse assignment (essay, report etc.) tasks to determine what is expected				
I understand the difference between an essay and report				
I can produce a written plan to answer an assignment question				
I can punctuate, use grammar and spell correctly				
I am confident I can express my ideas clearly in written form				
I can write in well-constructed paragraphs				
I am able to adapt my writing styles to suit the appropriate media/audience				
I understand the need to reference my work to avoid plagiarism				

ASSESSING YOUR ACADEMIC SKILLS

SPOKEN COMMUNICATION

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I am able to express my views verbally				
I am confident speaking in front of a group of people				
I can prepare, plan and deliver a presentation				
I can use visual aids to support a presentation				
I work well as a member of a group or team				
I am able to listen to and appreciate the views of others				

INFORMATION TECHNOLOGY

I am able to use a word processing software package to produce my assignments (e.g. Word)				
I can use a variety of different computer software (e.g. Word, PowerPoint, Excel, Access)				
I am able to navigate around Blackboard, ECU email and SIMO				
I am able to upload an assignment to Turnitin				

WORKING WITH NUMBERS

I am competent in making simple calculations				
I can present numerical information accurately				
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)				
I can interpret and present information in graphs and illustrations				

REVISION AND EXAM TECHNIQUES

I am able to plan my revision time				
I am able to set myself goals				
I am able to use a variety of different revision techniques (e.g. practising questions, mind mapping etc)				
I can select and use techniques to help me retain and recall information				
I use strategies to help me in the exam room (e.g. planning time, coping with anxiety)				

ASSESSING YOUR ACADEMIC SKILLS

STRESS MANAGEMENT				
I know what causes stress				
I am aware of my personal symptoms of stress				
I can use strategies to help me cope with my stress				

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals				
I am a good judge of what my strengths and areas for development are				
I am able to identify opportunities for learning outside my course, e.g. clubs, community service, employment				
I am able to plan for my personal development				

If you require support to develop any of these skills than contact either the Academic Skills Centre or the Library.

Points of Contact:

Academic Skills Centre	
e-mail:	learningadvisers@ecu.edu.au
Website	https://intranet.ecu.edu.au/student/my-studies/study-assistance/academic-skills-centre

Library	
e-mail:	library@ecu.edu.au
Library Guides	https://ecu.au.libguides.com