

A decorative border of science-related icons in shades of green and teal surrounds the central text. The icons include a flask, stethoscope, cell, atom, DNA helix, brain profile, microorganism, magnifying glass, and heartbeat line, arranged in a rectangular frame.

Study Skills Clinic Resource

How to thrive in university NOT just survive!

Time Management

Tips to manage your time & prioritising:



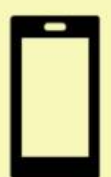
'Time audit': how do you currently spend your time?



Set SMART goals



Eisenhower Matrix: sort by importance and urgency - useful for time management and prioritising!



Make use of planners or digital calendars



Pomodoro Technique - useful for time management and productivity/procrastination!



Tackle the hardest task first thing - you might find this gives you momentum and inspiration to keep going

Beating procrastination!



Break tasks into smaller chunks - big tasks can be overwhelming and reduce your motivation



Find an accountability partner - keeps you on track



Positive reinforcement - reward yourself for completing that challenging task



Set deadlines & eliminate distractions

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Reading Academic papers



'An academic paper is a written document that systematically presents research findings with the purpose of contributing to existing knowledge on a subject

Structure of a Research paper:

- Title, Author(s) details
- Abstract, Key words, Introduction, Methodology or Materials & Methods, Results, Discussion, Conclusion/Future perspectives & References'

Types of Academic papers:

Research Papers, Review Papers, Case Studies etc.

Why read academic papers?

Stay updated with recent findings, build critical analysis skills, inspire your own work and for dissertations

Tips to effectively read academic papers

- Begin with Purpose/Question: Know why you're reading to stay focused.
- Understand Paper Structure: Identify where to find the most relevant information.
- Take Notes Effectively: Use a structured template (e.g., IMRaD or WWWHSw) and paraphrase instead of copying verbatim.

Where to find academic papers?

- PubMed, Google Scholar
- AI is a tool NOT a replacement to support research paper reading



Note-Taking: The First-Class way



Tip 1: Organise with Structure

- Use structured methods like the Cornell Method or outlining to categorise and highlight key concepts.



Tip 2: Add Visuals & Diagrams

- Combine diagrams, charts, and mind maps with your notes to enhance understanding and retention of complex information.



Tip 3: Use Abbreviations and Symbols

- Develop abbreviations and symbols for common terms to save time and keep up during fast-paced lectures.



Tip 4: Review Notes

- Condense your notes into a summary sheet after each lecture, capturing only the most critical points, formulas, or steps. This active review process strengthens memory and makes revision before exams much easier.



Tip 5: Try Digital Tools

Use digital tools such as OneNote, Notion, or LaTeX for STEM-specific note-taking. These platforms allow you to integrate diagrams, equations, and even videos directly into your notes.



Tip 6: Form study Groups

Collaborate with peers to discuss and review notes. Teaching each other can reinforce your understanding and expose you to different perspectives.

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Writing reports and essays



Eliminate personal pronouns (e.g. "I" or "you").



Do not copy text straight from the internet



Check the mark scheme!



Avoid using vague language. Use Grammarly to help!



If you have a word limit e.g 2000 words, Add a word count to each section. For example:

- Methodology (500 - 700 words)
- Results (200-300 words)

Document everything you have done at each stage, even if it is in a bullet point format.

Writing reports and essays

Fonts: Arial or Times New Roman

Size: 11 or 12

Line spacing: 1 or 1.5



Referencing: MyBib, Endnote, Mendeley



Papers: Google Scholar and Pubmed



Spelling: Grammarly

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Essay Writing Skills 101



EXPLAIN

Make plain, clear; unfold and illustrate the meaning of.

COMPARE & CONTRAST

Liken one thing to another and discuss the degree of likeness or unlikeness/difference.

DESCRIBE

Set out the features, qualities or properties of what is asked, in detail.

DISCUSS

Consider or examine by argument, investigate for and against.

Timed Essays



•Outline First: Quickly jot down a basic outline. Use subheadings!



•Write Clear, Concise Sentences: Keep sentences short and to the point.



•Focus on Main Ideas: Concentrate on developing strong main points. 'PEEL' - Point, evidence, explain and link



•Use Keywords: Integrate keywords from the question into your essay to ensure it remains relevant and focused.



•Proofread for grammar and punctuation.

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Preparing and Delivering presentations



Define the objective

- Clarify Your Hypothesis or Research Question
- Set the objective of the slides (what & why are you presenting)

Structure your presentation

- Introduction
- Methods
- Results
- Discussion/Analysis
- Conclusion
- Q & A

Top Tips

Present data and results accurately

- Label Axes and units
- Consistent formatting
- Highlight specific findings

Maintain scientific language

- Use accurate scientific language
- Explain specialized terms the audience might not know

Practice Fluency and Delivery

- Pace yourself: Emphasize key points without rushing
- Be clear and confident
- Prepare for questions - Have a good understanding of the content of your presentation

Create a visually cohesive design

- Limit text & bullet point
- Highlight important points
- Be consistent with the theme

ALWAYS REFERENCE

Additional resources/ Useful Organisations to connect with

- **Useful Writing Resources**
- Purdue OWL writing lab
- University of Manchester phrase bank
<http://www.phrasebank.manchester.ac.uk/compare-and-contrast/>

Key Resources for reading papers

<https://paperpal.com/blog/researcher-resources/what-is-an-academic-paper-types-and-elements>
<https://www.scribbr.com/category/research-paper/>

Academic Paper - Format, Example and Writing Guide

<https://www.youtube.com/watch?v=Gv5Ku0eoY6k> < Copy ad
<https://www.youtube.com/watch?v=466X7tilkcs>
<https://www.scribbr.co.uk/category/academic-style/>

Helpful Organisations

In²science^{UK}

wenite



the
**black women
in science**
network



A decorative border of various science-related icons in shades of green and teal surrounds the central text. The icons include a brain, a microorganism, a magnifying glass, a DNA double helix, a cell, a stethoscope, a microscope, a flask, and an atom.

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