

## What is Specialist one-to-one Study Skills support and how will it benefit me?

- A personal tutor who is a qualified professional
- Regular weekly support
- Understand your learning needs
- Working together towards your course requirements
- Supporting you to succeed and achieve
- Weekly improvements and progress
- Prioritising and breaking your work down into achievable tasks
- Practical support and strategies to help you maximise your strengths and improve on your weaknesses
- Adapting the sessions to your learning style.
- Teaching you clear strategies to help you overcome difficulties and achieve in life and the workplace

### Areas they can help you with: -

- Time Management
- Organising yourself and timetable including work goals
- Organisation
- Thoughts and ideas
- Lecture notes into key sections/hi-light
- Planning
- Breaking the task down into achievable weekly goals
- Planning your time and organising tasks into priority order
- Preparation
- How to write your essay.
- What to include.
- Getting to the library.
- Mind mapping ideas
- Blog, Report and Essay
- What are the differences and requirements?
- Group Work – building confidence and assertiveness
- Presentations – skills and practice. Overcoming fear of public speaking.
- Skills and practice
- Revision techniques for exams and phase tests: -
- Colour coding, Flashcards, Mind maps

### Strategies for Effective Learning

- Problem solving and finding solutions
- Understanding the task
- Guidance on using feedback effectively for development
- Task priority
- Idea generation
- Overcoming procrastination and writers block
- Setting achievable goals

### Organisation and Time Management

- Organising yourself and your timetable
- Techniques for addressing procrastination
- Strategies for managing information overload
- Breaking the task down to manageable, achievable goals
- Scheduling study, university, and downtime
- Motivation and empowerment

### Assistance with academic support

- Research - locating books, pages, citations, and referencing. Organising your research.
- Writing a proposal
- Reading techniques – skimming, scanning and SQ3R sequencing
- Focussed reading skills - breaking large bodies of work into manageable chapters
- Organising- thoughts notes and devising a coherent plan
- Referencing - Assistance with extensive research and referencing
- Harvard referencing techniques
- Easy referencing techniques: useful Apps
- Self -editing strategies

### Essay writing: -

- How to write an essay
- Introduction, middle, conclusion,
- Answering the question
- Organising your thoughts into a clear structure
- Concise paragraphs
- Point. Evidence. Explain. Link.
- Sentence structure and syntax
- Critical analysis
- Citations
- Spelling
- Grammar
- Academic language and vocabulary
- Understanding and meeting the brief
- Meeting the marking criteria

### Planning and Recording Progress

- Regular reviews and feedback
- Organising your thoughts and ideas and notes
- Planning ahead to deadlines, creating weekly achievable goals
- Self-evaluation

### Accessing other services

- Utilising other university support effectively
- Personal Tutor
- Counselling and Advice
- Socialisation – clubs and activities
- Library

### Using Technology

- Useful Apps
- University systems – Blackboard, Library on-line, webinars
- Microsoft office
- Assistive Technology

### Further support

- Sign posting when required.
- Assisting with the gathering of thoughts and ideas.
- Problems solving.
- Listening and understanding

### Feedback:-

It is important that the support benefits you!

If you have any questions, queries or concerns at anytime or would like a general chat - please contact us.

### Cosmic People contact details: -

Office hours: Monday to Friday 8:45am until 5:30pm

Email: enquiries@cosmic.co.uk

Office number: 01283 716333

(Out of hours 24-hour mobile: 07780 602250)

**Cosmic People – Realise your potential!**