

A pair of black-rimmed glasses is resting on an open book. The book has a red bookmark. The background is a soft, out-of-focus light blue and white. The text is overlaid on the image in a white, sans-serif font.

Study Skills and Study Habits Pre-learning

Y11 Transition to Y12
Health and Social Care
Diploma (Double) and Extended Diploma (Triple)

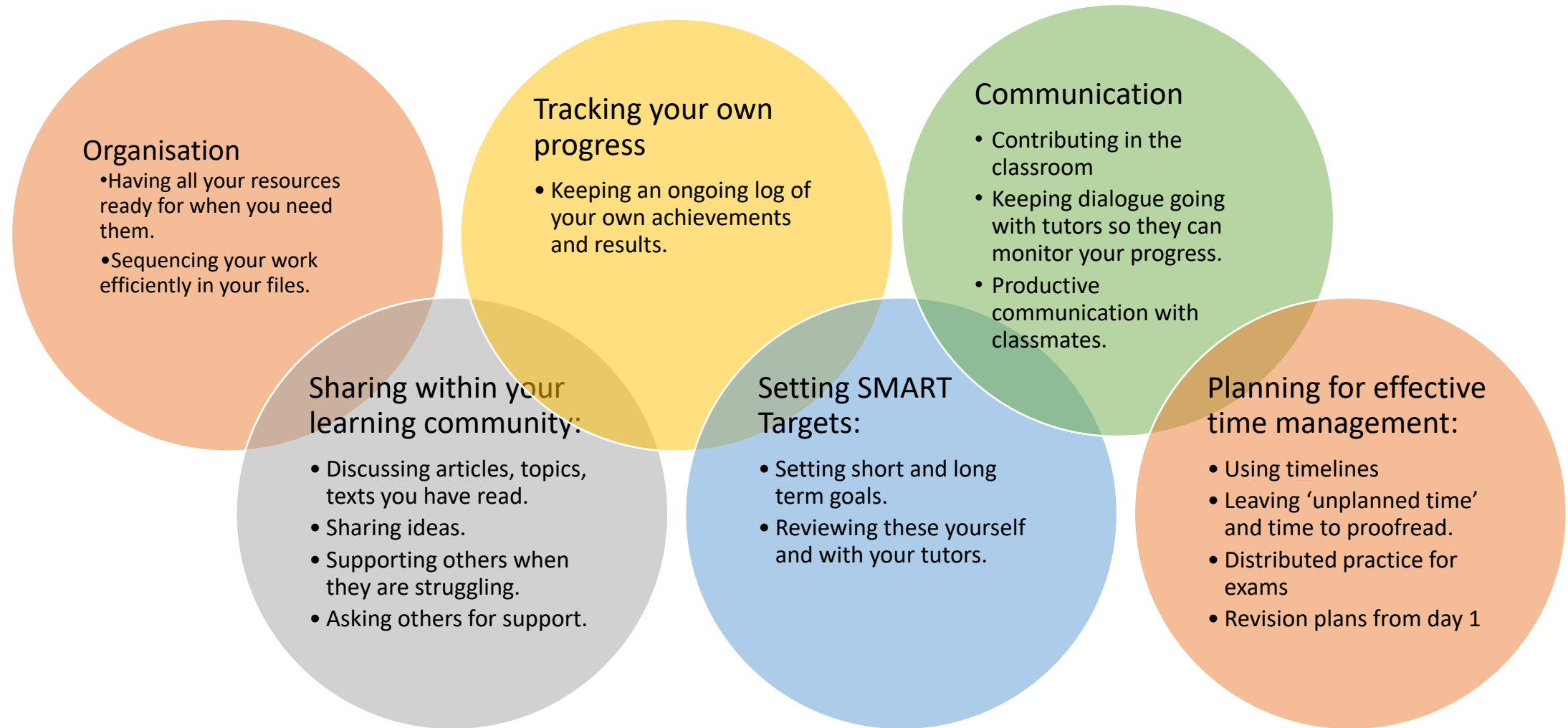
Building effective study habits



If you are competent at all these aspects, you will be very successful and get the most out of your learning experiences. But what do they really mean?



Study Habits



Study skills

Sourcing

Sourcing information

- Citation and referencing
- Searching, selecting and analysing sources
- Evaluating sources
- Note-taking

Building

Building knowledge

- Memorising and retrieval
- Revisiting

Presenting

Presenting knowledge

- Writing in different formats
- Addressing the COMMAND verbs
- Drafting / Editing / Proofreading

Sourcing Information: Citation and referencing

Harvard Style Citation / Format

A well-known citation style is the Harvard Referencing Style. It is primarily used to cite sources for academic papers done by university students. For Harvard citation style, you will use the author-date system for in-text citations and a reference list. Here are some general rules for using Harvard referencing format.

- In-text references and notes must have the author's last name, date of publication and page number.
- When initials are used, they should not have spaces or full stops.
- You can list up to six authors, however, when you have more than three, you should list the rest as "et al".
- The reference list must be double-spaced.
- The reference list must be on a separate/ new page.
- Your reference list must be done in alphabetical order.
- If several references have the same author(s), the names must be repeated rather than using dashes or ditto marks.

List of references:

BBC (2009) *BBC News - Divided US Senate starts healthcare reform bill debate*, [online], Accessed: 16 December 2009
Available: <http://news.bbc.co.uk/1/hi/world/americas/8387595.stm>

Braveman, P. (2006) 'Health disparities and health equity: concepts and measurement', *Annual Review of Public Health*, 27, pp. 167-94

Brett, A. S. (2009) "'American values' - A smoke screen in the debate on health care reform", *The New England Journal of Medicine*, 361; 5, pp. 440-1

Cohen, T. et al (2009) 'House, Senate health care bills grow further apart - CNN.com', *CNN*, [online], Accessed 16 December 2009
Available: <http://www.cnn.com/2009/POLITICS/12/09/health.care.differences/>

Consumers' Union (2007) *CR health insurance survey reveals 1 in 4 people insured but not adequately covered*, [online], Accessed on 30 November 2009
Available: http://www.consumersunion.org/pub/core_health_care/004798.html

Fiscella, K. et al (2002) 'Disparities in Health Care by Race, Ethnicity, and Language among the Insured: Findings from a National Sample', *Medical Care*, Vol. 40, No. 1, pp. 52-59

Hacker, J. S. (2009) 'Yes we can? The new push for American health security', *Politics and Society*, 37; 3, pp. 2-31

Kutzin, J. (2000) *Towards universal health care: A goal-oriented framework for policy analysis*, Washington: The World Bank

Mills, A. J. and Ransom, K. (2006) 'The design of health systems', in Merson, M. H., Black, R. E. and Mills, A. J. (eds) *International public health, diseases, programs, systems, and policies*, MD: Aspen

Murray, C. J. L. and Frenk, J. (2000) 'A framework for assessing the performance of health systems', *Bulletin of the World Health Organization*, pp. 717-731

Nolte, M., McKee, M. and Wait S. (2005) 'Describing and evaluating health systems', in Bowling, A. and Ebrahim, S. (eds) *Handbook of health research methods*, Maidenhead: Open University Press

Nelson, A. R et al (eds), [Institute of Medicine], (2002) *Unequal Treatment: Confronting Racial and Ethnic Disparities in Healthcare*, Washington: National Academies Press

Stoman, J. (2003) *Economics*, 5th edition, Harlow: Prentice Hall

Tudor Hart, J. (1971) 'The inverse care law', *Lancet*, 7696: pp. 405-12

U.S. Census Bureau (2009) *Health Insurance Coverage: 2008 - Highlights*, [online], Accessed: 30 November 2009
Available: <http://www.census.gov/hhes/www/hlthins/hlthin08/hlth08asc.html>

Other citation styles:

APA

MLA

AMA

Chicago

Turabian

Sourcing Information: Searching, selecting and analysing

HOW TO
GOOGLE
LIKE A PRO

Try using some of these tips when completing the 'Unit' research work which has additionally be set. E.g. Use the tips for Unit 14 pre-learning to find information you need about Diabetes.

<https://www.youtube.com/watch?v=R0DQfwc72PM>

Sourcing Information: Evaluating Sources

Any information you find is useful.

- Do you agree or disagree with this statement?
- How do we know a source meets our needs?
- We can evaluate sources using RADAR:
 - R**everence - How is this information relevant to your assignment?
 - A**uthority - Who is the author? What makes this person or organisation an authoritative source?
 - D**ate - When was this information published and is the publication date important to you?
 - A**ppearance - Does the information look professional or academic? Does it have citations and references?
 - R**eason for writing - Why did the author publish this information?

Sourcing Information: Note-taking

Click on the link attached (it is a pdf). This is from Southampton University's website but a great resource for you too – whenever it says lecture, think lesson.

https://www.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads_Download/21870759DB904943811008DAD6C91051/Notetaking%20and%20notemaking%202014%20%20.pdf

Task:

Read this journal article on Dementia [https://www.thelancet.com/article/S0140-6736\(20\)30367-6/fulltext](https://www.thelancet.com/article/S0140-6736(20)30367-6/fulltext)

(It's really complicated, I know – that was on purpose!)

See if you can make notes on it using one of the techniques explained in the first link, **looking up any words you don't know the meaning of** and including definitions in your notes.

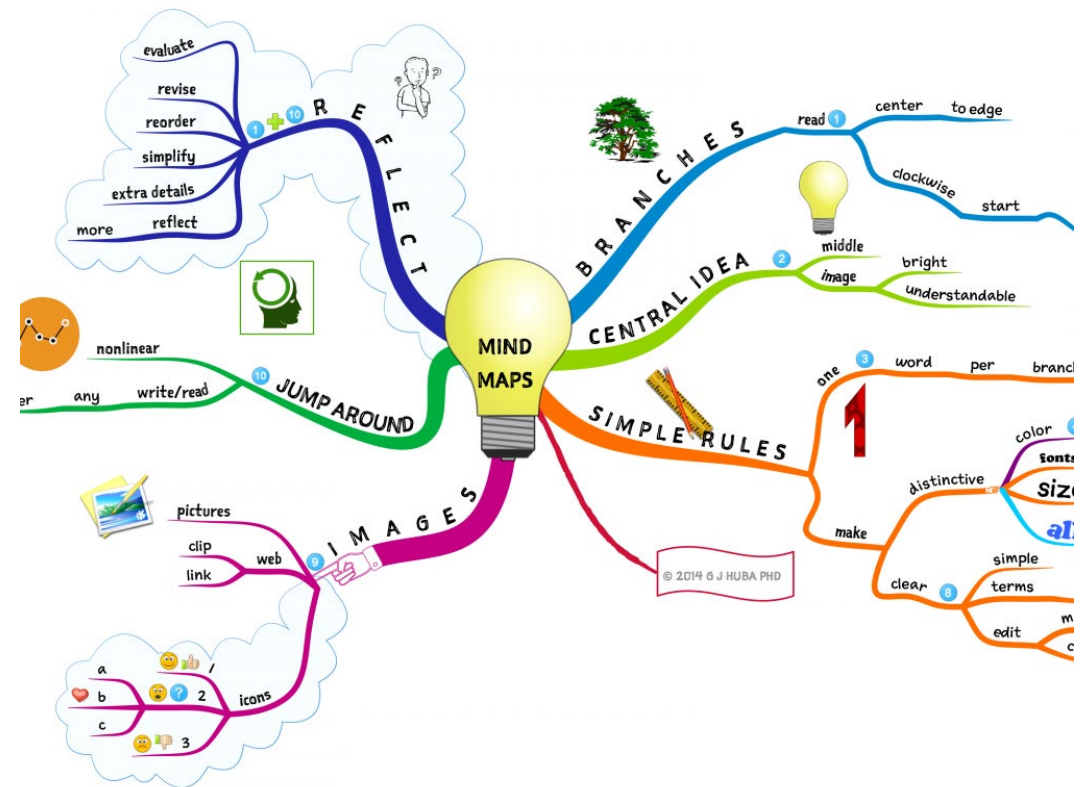
Sourcing Information : Note-taking – mind maps

Click on the link below and scroll down/read the information about creating mind maps. These can be used for notes as well as revision.

https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/mind-mapping/index.html?_ga=2.12197300.1859161514.1624959700-994661955.1624521521#/id/5c7ff3baab2bcc65d31bd0a2

Task:

Create a mind map on 'Job roles in Health and Social Care'. You could include information such as roles, responsibilities, expected salary, types of settings the role would work in, governing bodies.



Building Knowledge: Memorising

- Watch each video (either on the slide or by clicking the links).
- Practice using mind palaces in day-to-day life.
- Key points to take from the two videos?
- Research further into memory techniques such as mnemonics, rote learning, imagery, chunking, etc.



Building Knowledge: Revisiting

- Can you remember what you did last month on each Monday? Probably not because you may not have repeated it, or REVISITED what you did.
- When you are learning information, concepts or skills, you must revisit it, and often many times.
- When you start in September you will be preparing for at least 1 exam, which you will be sitting in January, so you will need a revision or **revisiting timetable** to ensure you are regularly going back over and practicing material.

Task:

- Draw up your own revisiting timetable or find a template that you can use from September onwards. You could create this on MS Excel or MS Word, or you might prefer to make with pens and paper. You don't have your timetable yet, but you could set it up with dates, periods (1-6), holidays, etc. in preparation.

Building Knowledge: Retrieval

- For some units you will study, you will need to be able to quickly recall information and then apply it, for example in exams and to a degree, in your coursework.
- Read this interesting article on RETRIEVAL:
<https://www.learningscientists.org/blog/2016/6/23-1>
- Can you extract the key points from the article – feel free to choose how you present these key points in your notebook, maybe as a bullet point list? Mind map? Thought cloud? Using colours/images/diagrams?

Presenting Knowledge: Writing in different formats

- When you have a coursework task to complete you are given a format to present it in. This might be a report, booklet, brochure, poster, information pack, observation record, a presentation, etc.
- Do you know the difference between a report and a booklet? What about an information pack or a case file?
- Carry out some independent research into some of these formats, listing the key aspects or be creative and create a diagram to explain or mock up a document.



Presenting Knowledge: Addressing the COMMAND verbs

To be successful with examinations and assignments, it is imperative that you understand what the **command verb** is asking of you. For example if you are asked to evaluate and you simply describe, often you can only meet the lowest criteria or only score 1 or 2 marks on a 12 mark question!

Click on the link below. Either click on the pdf and read through the verbs or click on the +'s on the triangle shape.

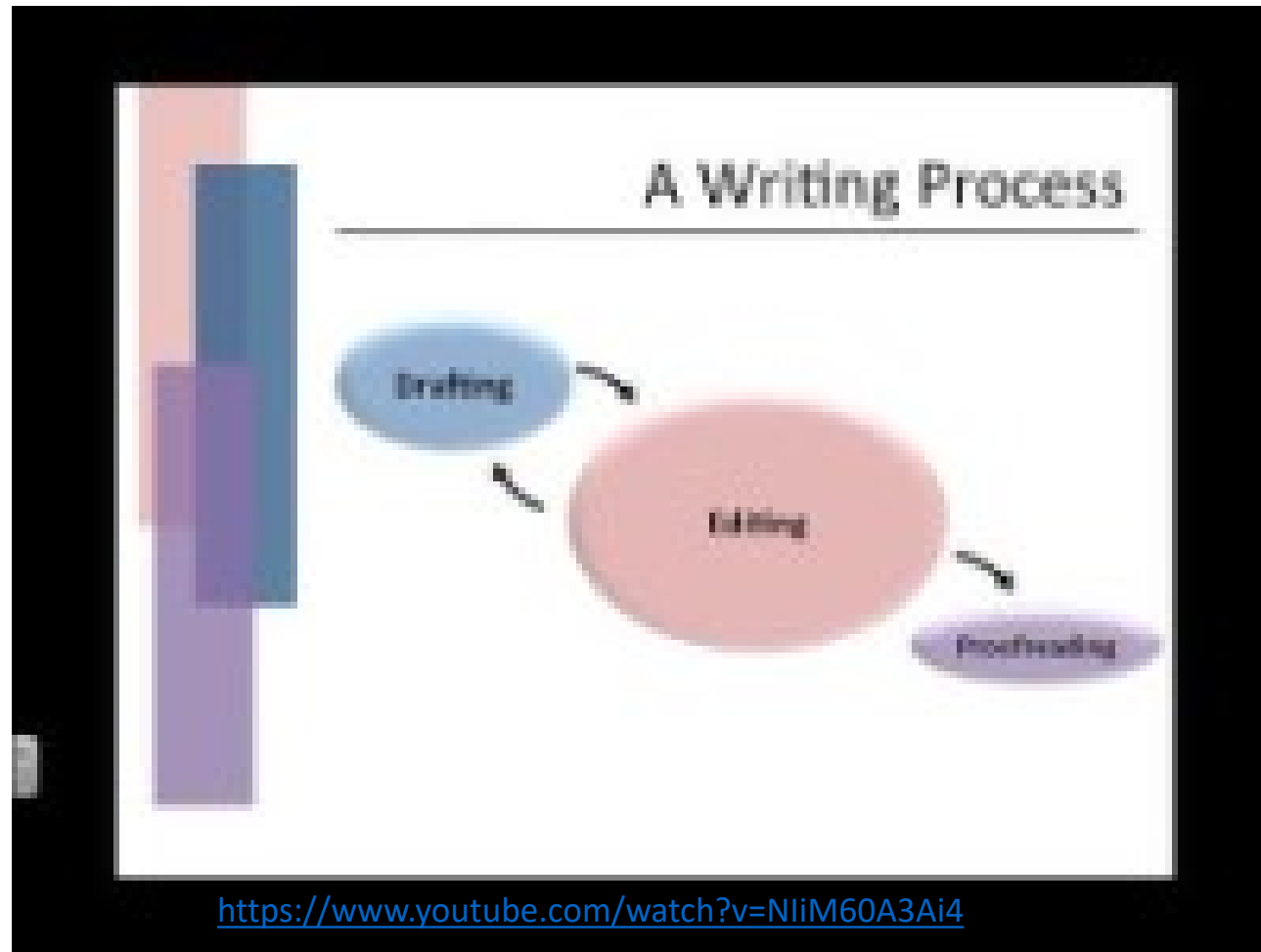
https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/essay-verbs/index.html?_ga=2.181091751.1859161514.1624959700-994661955.1624521521#/id/5c7fe156ab2bcc65d31bd096

Create an **aide memoir** for yourself that you can use to help you remember the following verbs (these are ones you will be using a lot):

- Explain
- Discuss
- Evaluate
- Assess
- Compare
- Interpret

Note: An aide memoir might be a poster, flashcards, a table – just anything visual that you can come back easily.

Presenting Knowledge: Drafting / Editing / Proofreading



Suggested reading

(Just a few ideas – not an exhaustive list by any means. I have included links rather than full references as I thought these would be easier)

Books:

- [Referencing, Citation and Bibliography Style Guide: How to Cite Sources and Integrate Quotes \(Essay and Thesis Writing\)](#) by [Grant Andrews](#) - available on Kindle
- [Cite Them Right: The Essential Referencing Guide \(Macmillan Study Skills\)](#) by [Richard Pears](#) and Graham Shields
- [QUICK GUIDE TO THE HARVARD REFERENCING STYLE: Easy Harvard Formatting Step by Step: 8 \(STUDENT GUIDE SERIES\)](#) by [CreativeCloud Publications](#)
- **How to Write Better Essays (Palgrave Study Skills) Paperback – 22 Feb. 2008** by [Bryan Greetham](#)
- All the Palgrave Study Skills series are useful

Websites:

- https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/academic-reading/index.html?_ga=2.59388333.1859161514.1624959700-994661955.1624521521 – try this link (it's for Bristol University students) but actually it is mainly relevant to you and it's very interactive.
- <https://www.bbc.co.uk/teach/skillswise/editing-and-proofreading/zvs36v4>
- <https://thepsychologist.bps.org.uk/volume-21/edition-5/working-memory-classroom>