

TRAFFIC LIGHT SKILLS AUDIT

Use this questionnaire to identify which skills you have already mastered and which ones you still need to work on. Remember, only you will see this so be as honest as you can.

KEY	X No – I really need to work on this.	X Not entirely sure –I could still improve.	X Yes – I’m really confident I can do this
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TIME and SELF MANAGEMENT

I am able to organise my time so that I comfortably meet all my deadlines for assignments			
I know exactly where to go for help and support if I have difficulty completing a task			
I keep a diary or calendar so that I always know when I have to attend lectures, seminars and other key dates			
I arrive on time for classes, appointments and meetings			
I am aware of the things that cause me to waste time and am able to avoid them when I have work to complete			
I have future targets in mind regarding my education (and career) and use these to help me focus on current tasks			

CRITICAL THINKING and PROBLEM SOLVING

I am able to use different methods for exploring a problem (academic and non academic), such as considering different points of view or options			
I am able to consider a range of alternative solutions to a problem and predict the best one in the given circumstances			
I am able to break down a complex problem (e.g. an assignment, a seminar question or where to live) into simple parts			
I am able to work productively with others to solve problems			
I know how to find out what is expected of me in a particular assessment task			

ORAL COMMUNICATION

In group discussions, I listen to others and I value and respond to their contribution even if I do not agree			
I am confident that I can contribute ideas and opinions to a group discussion			
I think of relevant follow-up questions as people are speaking and ask them once they have finished			
I am confident explaining new concepts to other people			
I would be confident in giving a presentation to my peers			

WRITTEN COMMUNICATION

I am confident that I can structure an assignment in paragraphs and using signposting language (however, firstly) in order to communicate my ideas effectively			
I am confident that I can write in an appropriate academic style for my subject			

I am confident that my written work has no grammatical, punctuation and spelling errors before I submit it			
I have an effective method for organising and planning the information that I want to put into a written assignment such as an outline plan or a 'mindmap'			
I understand what plagiarism is and how to avoid it by clearly referencing my work			
I can use sources effectively to make my argument convincing and show that I am well-informed about the topic			
I am confident that I know the correct format and style for formal letters and documents, such as covering letters and CVs			
I am able to produce useful and meaningful written notes from a lecture, presentation or demonstration that capture the key points			

INFORMATION LITERACY: READING

I am confident in gathering information from a wide variety of sources such as books, journals, on-line data-bases and the internet.			
I think about what I need to find out before I start reading (am I reading to verify facts, to understand a subject in general or to analyse a particular argument?)			
I make useful, easy to follow notes while I am finding information for an assignment or project			
I can identify the points in a text which convey the author's main arguments and distinguish these from supporting examples and references			

NUMERACY

I am confident that I have the numerical and statistical skills needed to succeed on my course			
I am able to interpret information presented in graphs, charts, tables and diagrams.			

How can I develop these skills?

<p>Time and Self management</p> <ul style="list-style-type: none"> • Prioritise and manage time to get a work/study balance • Use feedback from tutors to set targets and improve • Find a study partner or study group to help motivate each other • Join a sports team or society to encourage motivation (training/preparing for an event or organising life around fixtures/events) • Attend ASK workshops or use ASK resources on time management and study • Do work experience/work placement/volunteering 	<p>Problem solving</p> <ul style="list-style-type: none"> • Complete assignments in a methodical way by reading the question, considering what information you need to answer the question, researching, exploring alternative ideas and communicating your ideas effectively • Contribute effectively to group projects on your course • Share a flat – successfully (paying bills, organising housework etc) • Join a student society to get experience organising activities and events • Attend ASK workshops or use ASK resources on critical thinking. • Do work experience/work placement/volunteering
<p>Oral communication</p> <ul style="list-style-type: none"> • Contribute effectively in seminars and group discussion • Talk about the ideas presented to you on your course with a study partner/group • Practise your presentation skills and get some feedback for your assignments or a job interview • Become a student rep to improve your listening and communication skills • Attend student union events that involve meeting new people • Take part in team sports or other activities that involve group work e.g. a band, student societies • Attend ASK workshops or use ASK resources on presentation and communication skills • Do work experience/work placement/volunteering 	<p>Written communication</p> <ul style="list-style-type: none"> • Complete assignments and look carefully at any feedback to find any areas for improvement • Get feedback on your writing from your study partner/group or from ASK • Read widely to see good examples of writing in your subject • Practice writing informally on a blog or in a diary • Attend ASK workshops or use ASK resources on academic writing. • Do work experience/work placement/volunteering
<p>Information literacy</p> <ul style="list-style-type: none"> • Do thorough research for your assignments, using a range of library resources • Know who your Subject Liaison Librarian is and how to contact them if you need help • Read widely, from your reading list and beyond, to experience a range of approaches to your subject • Talk about your reading with your study partner/group • Take notes that are informative and useful. Practice using different notemaking styles to find one that suits you • Attend ASK workshops or use ASK resources on reading, notemaking and critical thinking skills • Do work experience/work placement/volunteering that involves working with information 	<p>Numeracy</p> <ul style="list-style-type: none"> • Complete any assignments that require numerical skills • Practice your skills using example problems and discuss these with your study partner/group • Attend ASK workshops or use ASK resources on maths, numeracy and statistics • Do work experience/work placement/volunteering that involves working with numbers.