

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Toju Williams	2055117	22/10/2025	Dooshima Dugguh	To be filled by the marker ____/40

You will have 75 minutes to complete this assessment. It is divided into three sections: note-taking, paraphrasing and writing a paragraph.

1. Take diagrammatic notes from the passage below using the space provided:

As a student you've got a lot on your plate - academic work, social life, work commitments, career plans, relationships and finances - sometimes stress can get in the way of this juggling act. When you recognise that you have become overwhelmed with stress, adopt a few strategies to help you manage your triggers more effectively. Those strategies could include exercising; you simply need to get your heart racing, for example by going for a brisk walk or a bike ride. Another suggestion is to try mindfulness, a relaxation technique originating in Buddhism. It is used by clinicians to improve patients' physical and mental health as it can significantly lower stress levels. Thirdly, why not speak to your friends and family - they know you best and care about you the most. What's more, studies suggest that socialising with a friend just once a week can reduce your stress levels and improve your mood as much as therapy or counselling. Simple time management techniques can also help you to feel more relaxed and focused. Try creating a written schedule, breaking your tasks down into manageable chunks, planning accordingly and allocating yourself time every day to relax or socialise. Finally, an obvious but often overlooked solution: get enough sleep, as no one functions at 100% when they're tired.

Adapted from: <https://www.prospects.ac.uk/applying-for-university/university-life/5-ways-to-manage-student-stress>

Space for your notes (max 12 marks):

Strategies – exercise - , going on a walk, going on a bike ride
- speaking to friends/ family
-relaxation e.g Buddhist technique mindfulness

Time management techniques – create written schedule, break down tasks into chunks, allocate time for yourself, studies, family and friends

Application of academic skills tools exercise

2. Paraphrase the following sentences (max 3 marks for each, max 12 marks in total):

a) Good time management techniques can help you feel more relaxed and focused.

Having reliable time management techniques will reduce stress and increase focus. _____

b) Speaking to your friends and family can significantly lower stress levels.

Keeping in contact with family and friends will notably reduce stress levels. _____

c) University life offers numerous opportunities for personal growth and development.

University life will present a vast amount of opportunities and promote expansion along with personal development. _____

d) Attending lectures regularly is crucial for understanding course material.

Being present at lectures and having high attendance is an important factor for understanding course material. _____

Application of academic skills tools exercise

3. Write a well-structured paragraph (8 sentences) on the following topic:

Strategies for managing a student budget and reducing costs while at university.

Your paragraph must be written in full sentences (no bullet points) and in an academic style.

(max 16 marks in total)

Being disciplined with spending and saving while studying/living at university is critical. Having a budget is both responsible and economic, putting less stress on your finances enabling you to succeed in your studies which is the main aim. There are many efficient ways into creating a budget while in university such as Microsoft Excel. Microsoft Excel is an application which involves columns and cells. The application is used to create charts and graphs and therefore would be the most suitable application to create a budget on. Aside from creating the university budget reducing the costs is the main factor. There are many less cost efficient decisions a student can make. For example, walking to university rather than getting a taxi, bringing personal food instead of purchasing on campus. Using free resources provided by the university as to buying your own. These are a few strategies to reduce costs, ease finances and be on a budget while being a university student.