

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Levente varadi	2441374	20/07/2025	Akash punanik	To be filled by the marker ____/40

You will have 90 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:

The university experience is not just about subject knowledge, but also about developing skills that will equip you for your future life. For starters, it's impossible to graduate without a range of people skills under your belt. You'll meet new people from different backgrounds. You'll also interact with lecturers, tutors and university staff almost daily. Another life lesson that university teaches you is taking responsibility for yourself, your own schedule and learning. A lot of university study is self-directed - it's up to you to plan and organise your work, juggle multiple projects and manage deadlines – you will need to develop self-motivation if you want to succeed. Let's not forget learning how to overcome obstacles; whether academic, work-related or personal, you'll face your fair share of hurdles as a student, but you will develop resourcefulness and resilience in the process. If you were a bit unorganised before you went to university, you won't be by the time you leave. To successfully navigate student life you'll need to handle a variety of study, work, social and personal commitments and the only way to do this is with organisation and time management. Finally, university provides plenty of opportunities to work on and boost your confidence: you'll work in groups, deliver presentations, complete assessments and maybe even become a class representative.

Adapted from: <https://www.prospects.ac.uk/applying-for-university/university-life/7-life-skills-youll-learn-at-university>

Space for your notes (max 12 marks):

managing your future life and also setting time schedule and maanaging stuff deadlines develop self
motivitaning over coming obstacles

Application of academic skills tools exercise

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

a) To successfully navigate student life you will need to handle a variety commitments.

__achieve_direct_student_life_you_need_to_maintain_variety_commit,ents_____

b) You will need to develop self-motivation if you want to succeed at university.

____you_will_need_to_develop_a_right_mindset_if_you_want_acomplish_at_university_____

c) Many students find it challenging to manage stress during assessment periods.

____many_classmates_find_it_hard_to_handle_stress_during_assasment_periods_____

d) Frequent reading can help you become a more effective communicator.

____regulalry_reading_can_benefit_you_achieve_more_fluent_communicator_____

Application of academic skills tools exercise

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

Effective time management techniques for university students

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

(max 16 marks in total)

Best way to manage an effective time management techniques is by setting a smart goal it helps by deciding what you need to do when for example Monday i have too revise but Tuesday i need to spend time with my family this helps you manage your personal life and your academic life much more easier

Also there is where you decide what stuff you have to must do important or not important and just put in in a list for example

Clean car. Not urgent

Revise . Urgent

Work. Urgent

This helps you cut stuff of and focus on what you need to accomplish this is one of the most helpful technique as its really simple but really effective

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application of academic skills tools exercise