

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
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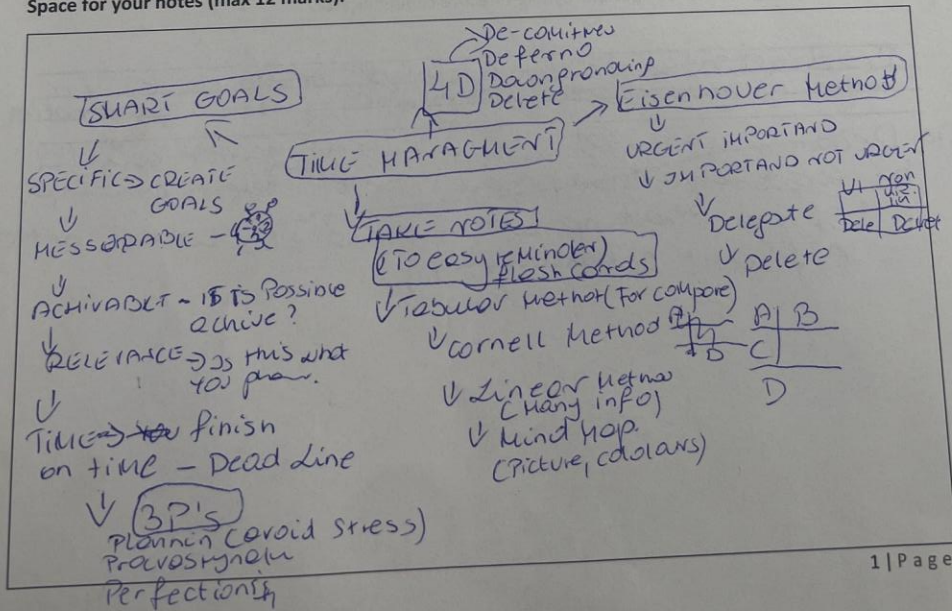
You will have 75 minutes to complete this assessment. It is divided into three sections: note-taking, paraphrasing and writing a paragraph.

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

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.prospect.ac.uk/applying-for-university/university-life/7-life-skills-youll-learn-at-university>

Space for your notes (max 12 marks):



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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.

~~Students live to be successfully implementing~~
~~can't read manage the test and planning to~~
~~tasks.~~
The students live will be easier when they better
planning their tasks.

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

succeed at University it is depended from
self-motivation developing

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

Due to assessment period lot of students have
issue with stress.

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

~~Reading sequence will be help easier for~~
~~more communication understanding the information~~
often Reading will be more efficient when would
be read sequence because is the better understanding.
often Reading will be no help to be better
efficient communicator.

LCLM4001 Academic Skills - Assessment Task 2...

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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)

In life university students to be effective manage a time the student's have many tools to be better do it. One of that method it is Eisenhower method where the tasks are divided for four column. The tasks are put for urgent and important so must be done now, important and no urgent where the task is need to be still to do but not at this moment, next one is delegate when the task be delegate for someone else. Finally delete when that task is not necessary.

Another method it is 3P's where the planning what to do. That method is connect with SMART method. 3P's mean that the planning strict with achieve goal, time scales, etc. The most important is the procrastination which should be avoid because a lot of time are wasted for tasks which is not urgent or important, such as watch tv or scrolling a phone. Perfectionism also is not very important because the important is to finish your task on time not be perfect.

Time management other method Accelerator it is 4D - De - call it mem, Defer, Do, Delegate and Delete. It really help if students use good note notes method: Tabular, Cornell, linear, or kind map.

For summary the students have many option to effective time management the time. The university provide to support to all students be confident.