

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Serish Nadeem		23/10/2025	Daniel Jenkin-smith	To be filled by the marker ____/40

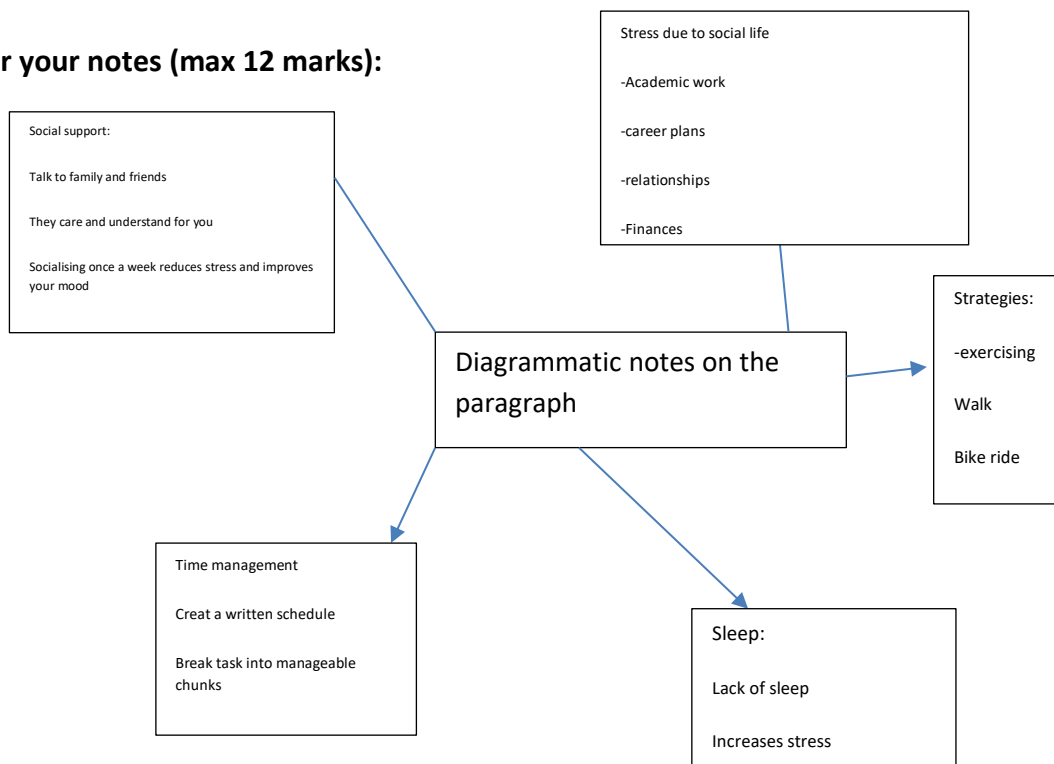
You will have 75 minutes to complete this assessment. It is divided into three sections: note-taking, paraphrasing and writing a paragraph.

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):



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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.

Using valuable time management methods, such as planning your tasks and organising your day, can help you stay calm, reduce stress, and improve your focus on what needs to be done.

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

Talking with friends and family can help you reduce your stress and make you feel more relaxed.

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

University life provides many chances for individuals to grow and develop new skills

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

Going lectures consistently is essential for fully grasping and understanding the course content

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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)

Managing a student budget effectively is essential for reducing financial stress while at university. One important strategy is to create a weekly or monthly budget to know how to spend your money for the month or week without stressing out your going to run out of money. Student should prioritise essentials costs such as rent, food, and transport. Students should cook meals at home rather than eating out everyday that would save them a lot of money. Another advantage of university student is the student discounts there are many offers in different shops like restaurants, and online platforms. Sharing an apartment with someone else or using the public transport rather than owning a car can save you a lot of money. Also, buying second hand textbooks or borrowing books from the library can save a large amount of money. By planning carefully and making smart decisions a student can manage their finances more effectively.