

Application of academic skills tools exercise

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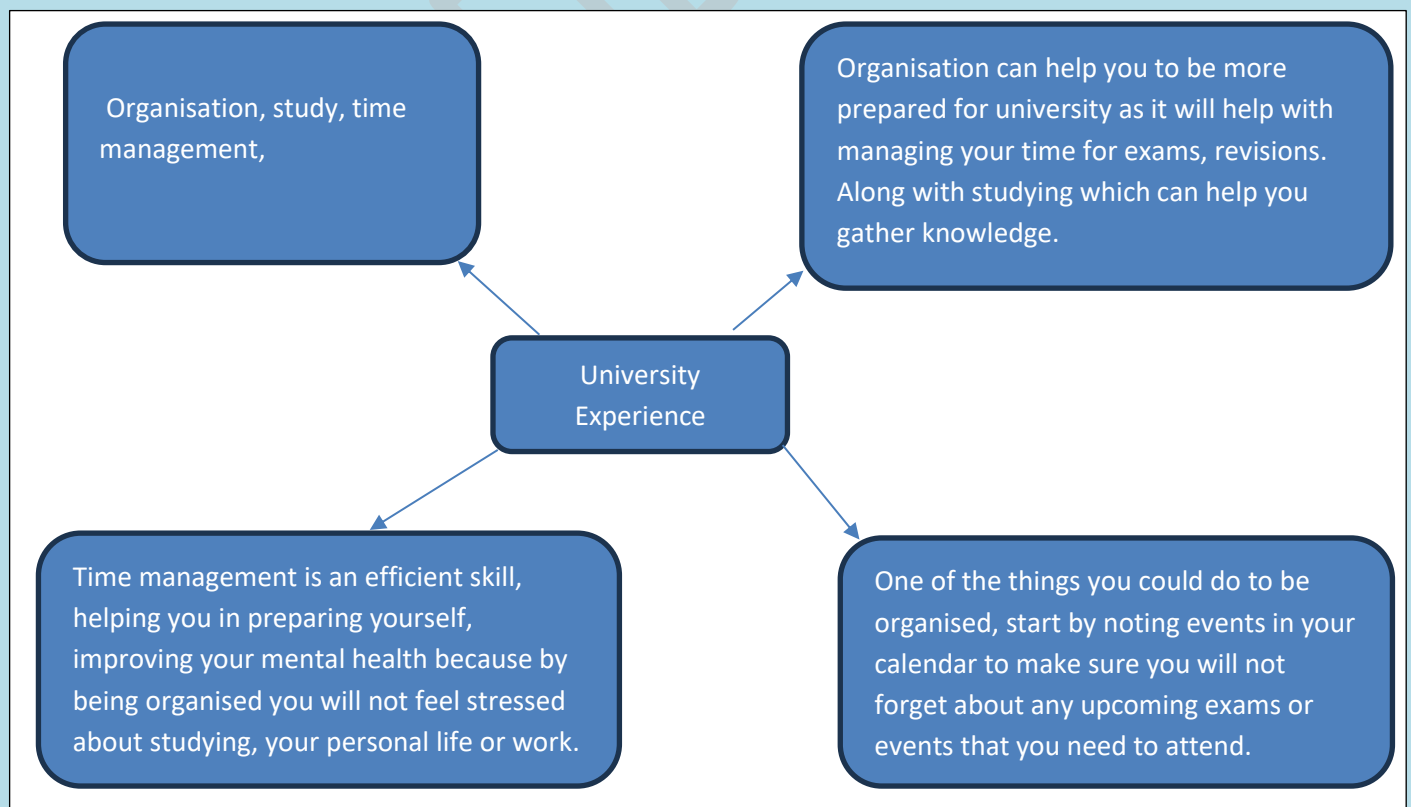
You will have 75 minutes to complete this assessment. It is divided into three sections: note-taking, paraphrasing and writing a paragraph.

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. Note that it is impossible to graduate without a range of people skills after studies. You will meet new people from different backgrounds. You will 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 is 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 us not forget learning how to overcome obstacles; whether academic, work-related or personal, you will 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 would not be by the time you leave. To successfully navigate student life you will 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):



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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.

Type here: Handling a variety commitments can help you become successful in your studying journey.

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

Type here: Self-motivation is important; it helps you becoming successful in your studies.

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

Type here: Managing stress is an obstacle for many students during their studies.

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

Type here: By reading and discovering new words, your vocabulary is improving.

3.

A) Write 4 tips of Effective time management for university students (4 sentences)

B) In a paragraph of 8 sentences, give at least one example from your personal experience of when you used any of these tips.

(max 16 marks in total)

3. A	Write your tips here 1.Setting goals for your student and personal life to help you stay focused. 2.Use calendars, apps to help you keep track of your deadlines. 3.Taking breaks can be helpful sometimes if you feel stressed. 4.Prioritize urgent or important tasks.
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3.B	Write your paragraph here. Your paragraph must be written in full sentences (no bullet points) and in an academic style. Prioritizing urgent and important tasks has helped me. This has helped me because it was easier for me to know what I should be studying for. It has helped me with my time management, knowing it is an important and urgent task, I have used calendars to mark one day or more depending on how much time I needed ahead before my task. It has helped me become less stressed and more confident. By prioritizing the tasks that were important, I have found it easier to revise and study. It has helped me set a goal of what grades I was going to achieve. It has helped me realized that my focus should be on what matters most, helping me with a more productive life. By concentrating on the important and urgent tasks, it helped me maintain a focused mindset.
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