

## Application of academic skills tools exercise

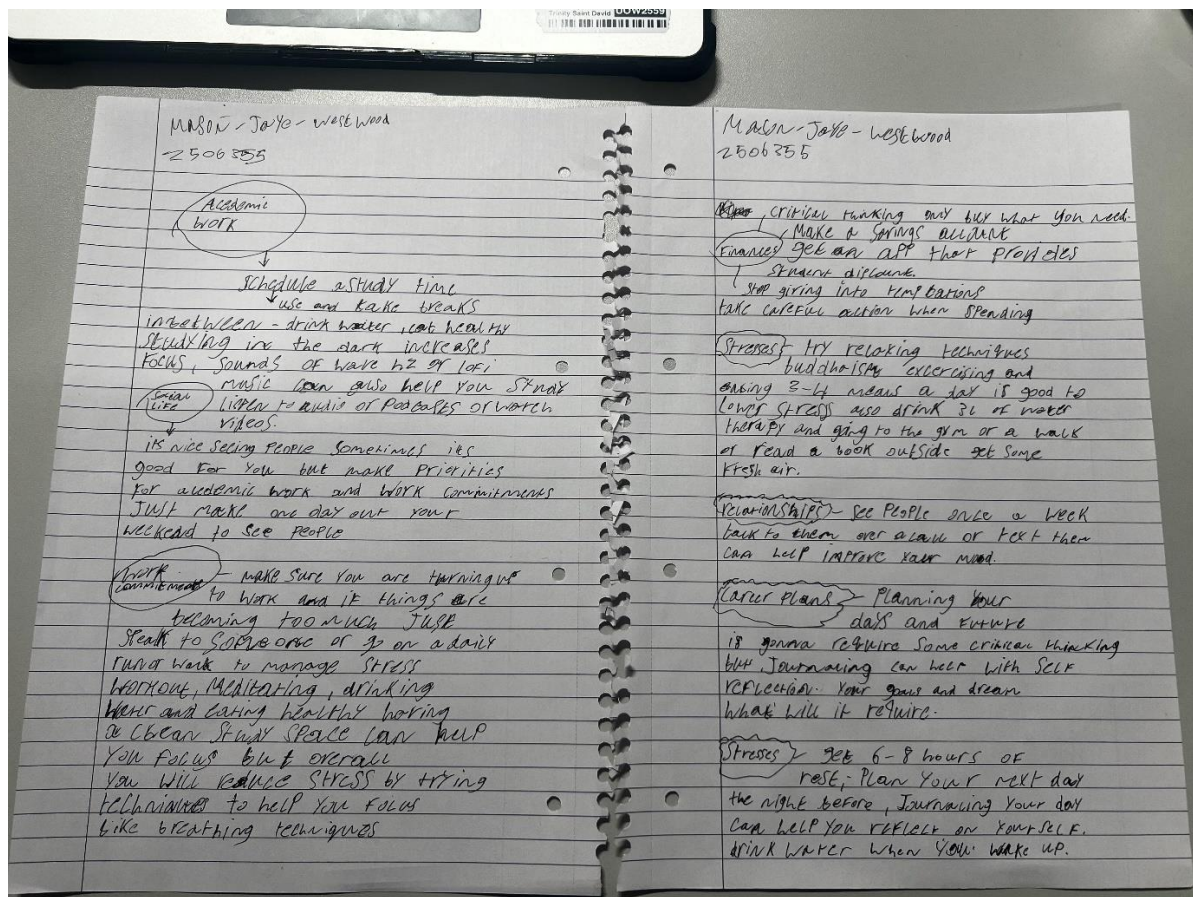
| Name | Student Number | Date | Lecturer's Name | Your score                            |
|------|----------------|------|-----------------|---------------------------------------|
|      |                |      |                 | To be filled by the marker<br>____/40 |

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>



**Academic Work**

- Schedule study time
- use and take breaks
- interleaving - drink water, eat healthy
- studying in the dark increases focus, sounds of wave hz or lofi
- music can give help you study
- listen to audio or podcasts or watch videos
- it's nice seeing people sometimes it's good for you but make priorities for academic work and work commitments
- just make one day out your weekend to see people

**Stress**

- critical thinking only but what you need
- Make a stress accident
- Emotion get an apt that provides
- Stressful situation
- get going into temptations
- take careful action when spending

**Relationships**

- See people once a week
- back to them over a call or text then can help improve your mood

**Career Plans**

- Planning your day and future
- is gonna require some critical thinking but journaling can help with self reflection: your goals and dream
- what will it require?

**Stress**

- get 6-8 hours of rest
- Plan your next day the night before, journaling your day can help you reflect on yourself
- drink water when you wake up

### Application of academic skills tools exercise

Space for your notes (max 12 marks):

#### 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.
- a) use the internet to find good time management techniques and use the most effective one find there is a method I like to use Einstein time management technique is very good helps you be more focused and refreshed with a schedule for study times and helps you prepare for academic exams.
- b) Speaking to your friends and family can significantly lower stress levels.  
Yes speaking to someone once a week can help lower stress cause when you talk with friends or family whoever it may be it'll help you get a lot of weight off your chest and not keeping everything to yourself so it allows you to feel relieved .
- c) University life offers numerous opportunities for personal growth and development.  
Well yes as studying can help you reach your goal and you meet new friends and people and you get to be more independent and able to learn new skill sets and improve on them and sharpen them for when you go into a work place you can apply these skills for the work world and you get to travel and learn new things.
- d) Attending lectures regularly is crucial for understanding course material.

**It is important to attend these lectures because you need the information so you know what notes to take and study and go over your notes and learn about the lecture to apply into your exam to get a passing score by working hard it all comes down to the student.**

### 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)

*It's very important to manage your money like having a savings account to keep money for important times. live by a daily budget stop buying things you do not need and use your money wisely and buy clothes and stuff you need like note books a laptop. things for your studies also use student discount or university apps that apply discounts for you like for food or drinks so you aren't over spending for no reason when its unnecessary. watch videos and take notes on how to manage and budget properly there are many ways on how to budget. only buy things you need and also keep tracking how much your spending and limit the spending to certain amount everyday.*

*Like using you're student ID for clothes and food and drinks or when going out to places or travel discounts always keep and eye out for student discounts and use them as well while you can. You and a friend or roommate can share accommodation to save money easier. Lidl app has a student discount for students and icelands has a student discount on Tuesdays and use shop cards like tesco discount card.*