

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Bilal aslam	2505193	23/10/2025		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> for your notes (max 12 marks):

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

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a) Good time management techniques can help you feel more relaxed and f

A good time manage techniques help u more to do your work sheet and realise your stress.and u can do your work on time.and ur plaining is good u can plan ur work work easy.

b) Speaking to your friends and family can significant__

Yes its true.if u ask your friend and family about your stress could b anything like stress about your university work or exams.could b anything you just need a help to ask your class friend or family member its can reduce your stress.

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

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

A university life can growth your personal life .100 its true bcs when i was join university i dont know about much people and friend now i know some people and they r my good friend.university life can change your life style.i learn tomuch in university and i know how to use computer and if i know how to use computer i can get good job.

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) i

Its very hard for student to reduce his expensives.but he should try to reduce his expensives just put his funds and other account for only university like if u car its better use public transport .bcs if take your car u need to pay your parking fees iswel.try to reduce your expesives. And just catch public transport,and u have to make plane to pay university fees .and second one for u transport and food money so its depend on ur plaining.