

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Rosy Emanuel	2508938	23/10/2025	Danial	To be filled by the marker ____/40

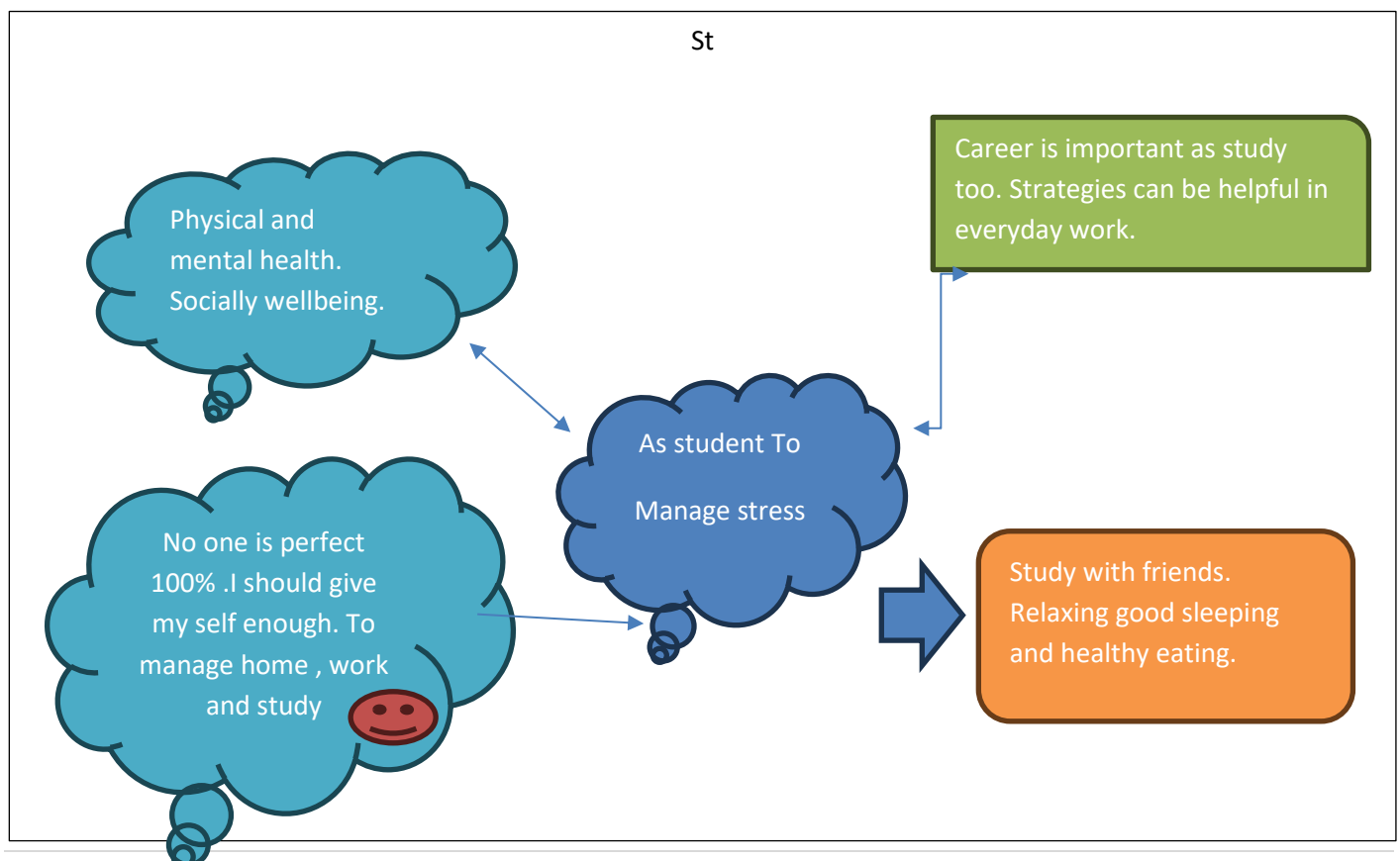
You will have 75 minutes to complete this assessment. It is divided into three sections: note-taking, paraphrasing and writing a paragraph.

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.

—

Time management is very important organising our daily route and plan every day before it is starting. Is kind of plans make our life more relaxing and less stressful.

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

Friends and family are also really helpful in every day base to speak . some give good ideas about managing sleeping route. leave the home on time to go to work so have stress level will be low.

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

University life is hard but when start study. We get lots of opportunities to see ourself on next level. It is also develop growth At work places.

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

Attending lectures regularly is not how crucial for understand the course material. It is helpful if you regularly attend.

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.

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(max 16 marks in total)

As a student it is hard to budget but when we plan how to use your money. Like if we travel by bus or train we should take monthly pass because it is cheaper that way. Better is cook home instead to buy from café. Packed lunch or dinner also help to save money. Also try to borrow books from library because buying books can cost you. Clothing is important but over buy will waste our money and time. Nowadays things getting more expensive but some charity shops have packed clothes with tags. Try to organise plan money strategies.