

Application of academic skills tools exercise

Name	Student Number	Date	Lecturer's Name	Your score
Nazakat Al	2519754	01/03/2026	Simon	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:

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):

Boosts confidence

Taking responsibility

Developing skills for future life

University life

Meeting people from different backgrounds and lecturers

Application of academic skills tools exercise

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 commitment.

Type here: In order to cope with student life, you will need to handle with some commitments

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

Type here: Attending university requires you to be determined to prosper.

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

Type here: A great deal of students find it problematic to cope with stress during assessment periods.

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

Type here: Consistently reading will develop you into a real communicator

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. Attend all classes 2. Go through PowerPoint presentations 3. Hand in assignments on time 4. Researching well and making sure citation and referencing is done in assignments
------	--

Application of academic skills tools exercise

3.B	For me to succeed at university, it is important to attend all classes. Go through PowerPoint presentations for you to prepare for assignments. In assignments making sure referencing and citation is done to avoid plagiarism. Also handing in assignments on time is important to avoid penalties. For me starting on assessments early to allow time for any amendments or improvements. Also using the facilities such as the on library is vitally important to for assignments. It is also important to balance work, student and family life To conclude by following the methods above there is no reason way students should do well in their course.
-----	---