Slide 1 -
Hi - Welcome to a short podcast designed to pass on hints and tips on being a successful student.

My name is Soo Plant and I am an Academic Skills Tutor at Staffordshire University.

We realise that all new students are about to embark on an exciting new course and have prepared to the best of their knowledge and ability.

However, some of you may need help and advice while you are finding your feet.

Slide 2
The Academic Skills Know-how (or ASK Team) are just one of the many services offering personal help and advice as you undertake this transition to studying at University.

BUT remember – IT IS YOUR RESPONSIBILITY to adapt and learn to ask questions.

Slide 3
As a new, or returning student, you will begin to develop a range of personal and academic connections.

- Your faculty
- Your online or virtual learning environment – which we call Blackboard
- Your family and friends
- Use – the Academic Skills Know how Team
- Student Support
- Your Tutors

All these will be important to you as you progress

Slide 4
Our team are here to help you to improve both your learning experience and your grades.

We offer a friend confidential service to meet individual needs.

Slide 5
Have you just started or maybe finding your feet again?

Then it will be useful to learn from the experience of previous students.

You will possibly be unaware of the services available, let alone any of the benefits.

Please take a few seconds to listen to the advice of students who were in the same position as you last September.

Slide 6
Visuals only.
Don’t forget that developing your skills is as important as increasing your knowledge.

Our Team have compiled a range of resources to suit different/individual needs. These include:

**Factsheets** – online documents which can be read, saved, shared or printed.

**Online** – links to external webpages and video clips – especially useful for those of you who like sound and visual stimulus.

**Books** – for the keen readers and visual learners, or those who seek in-depth knowledge and information, we have also provided links to a range of books available from our libraries (both physical and online)

We realise that this is a lot of information to take in.

Want to know more?

You can contact us by email, online or pop into see us in the Skills Space, Ground Floor, Thompson Library, Stoke (details on the screen and on our webpages available at [www.staffs.ac.uk/library](http://www.staffs.ac.uk/library)).

Thank you for listening and hope to see you soon.