

CLO1
C2b) i) Explain the Principle of **S.M.A.R.T** towards the effective goals.*Terangkan Prinsip S.M.A.R.T ke arah matlamat yang berkesan.*

[5 marks]

[5 markah]

ii)

David is weak in Mathematics. He has promised himself to do study group with his friends and spend his Sunday wisely.

Based on the above statement, determine **Today's Goal** for David.*Berdasarkan kenyataan di atas, tentukan **Today's Goal** untuk David.*

[5 marks]

[5 markah]

TODAY'S GOAL

TIME	TODAY'S GOAL
7.00 am	
8.00 am	
9.00 am	
10.00 am	
11.00 am	
12.00 am	
1.00 pm	
2.00 pm	
3.00 pm	
4.00 pm	
5.00 pm	
6.00 pm	
7.00 pm	
8.00 pm	
9.00 pm	
10.00 pm	

iii) Specify **S.M.A.R.T** Principle based on the statement below (**Article 1**).

Tentukan Prinsip **S.M.A.R.T** berdasarkan petikan di bawah. (**Artikel 1**).

- I** : _____
II : _____
III : _____
IV : _____
V : _____

[5 marks]
 [5 markah]

Goal Setting: I Want To Improve My Performance

I: I received low marks on my ability to use PowerPoint at my last performance review. Improving my skills requires that I learn how to use PowerPoint efficiently and practice using it by creating various presentations. I'd like to be more proficient using PowerPoint in time for my next review in six months.

II: By the time of my next review, I should be able to create presentations that incorporate graphs, images, and other media in a couple of hours. I should also be able to efficiently use and create templates in PowerPoint that can be use by my coworkers

III: Improving my PowerPoint skills is instrumental in moving my career forward and receiving a better performance review. I can set time aside every week to watch PowerPoint tutorials and even enroll in an online class that can teach me new skills. I can also ask my coworkers and manager for PowerPoint tips.

IV: Working with PowerPoint is currently 25% of my job. As I move up in the company, I'll need to spend 50% of my time creating PowerPoint presentations. I enjoy my career and I want to continue growing within this company.

V: In six months, I should be proficient in PowerPoint ensuring it only occupies 25% of my workload instead of the nearly 40% of the time it occupies now.

Article 1 / Artikel 1

CLO1
C3c) Choose the following **Goal Setting** based on the given statement.*Pilih **Goal Setting** berikut berdasarkan pernyataan yang diberikan.*

[5 marks]

[5 markah]

GOAL SETTING		QUESTIONS OF GOAL SETTING
Reasonable		What are you going to achieve?
Achievable		How will you know when you have achieved this goal?
Timeline		How does your goal relate to a strategic plan?
Specific		What is needed to achieve this goal?
Measurable		When did you plan to implement this goal?

QUESTION 2**SOALAN 2**CLO2
C1

a) "Skimming and Scanning help us to find information easily and quickly"

Based on the above statement: / Berdasarkan kenyataan di atas:

i) Define the meaning of Skimming and Scanning.

Berikan maksud 'Skimming' dan 'Scanning'.

[2 marks]

[2 markah]

ii) List **FOUR (4)** methods in each of Skimming and Scanning.Senaraikan **EMPAT (4)** kaedah pada setiap 'Skimming' dan 'Scanning'.

[8 marks]

[8 markah]

CLO2
C2

b) Read and understand the article below.

Baca dan fahami artikel di bawah.

Towards quality education

Eight institutions get self-accreditation status from qualification agency

By **KAREN CHAPMAN**
newsdesk@thestar.com.my

PETALING JAYA: Self-accreditation status has been given to eight higher education institutions for the first time in Malaysia.

Higher Education Minister Datuk Seri Mohamed Khaled Nordin said that the said institutions could now accredit their own programmes without going through the Malaysian Qualifications Agency (MQA).

The eight are the four research universities, namely Universiti Malaya, Universiti Kebangsaan Malaysia, Universiti Putra Malaysia and Universiti Sains Malaysia; while the four foreign branch campuses in Malaysia are Monash University Sunway Campus, the University of Nottingham Malaysia Campus, Curtin University of Technology Sarawak Campus and Swinburne University of

Technology Sarawak Campus.

"However, the self-accreditation status does not include professional programmes which still need accreditation and recognition from the relevant professional bodies," he said after presenting the self-accreditation certificates to the representatives of the institutions at the ministry yesterday.

Mohamed Khaled said that the MQA had carried out an audit based on its Code of Practice in Institutional Audit on the eight institutions from September 2009 to March this year.

He announced in 2008 that eight higher education institutions had been invited to apply for self-accreditation status.

MQA chief executive officer Datuk Dr Syed Ahmad Hussein said the agency carried out a thorough institutional audit with the assistance of a panel of experts from within the

country as well as fellow quality assurance bodies in the Asean region.

He said the MQA would carry out a maintenance audit once every five years to ensure the institutions maintained their internal quality assurance system.

UKM vice-chancellor Prof Tan Sri Dr Sharifah Hapsah Syed Hasan Shahabudin said it was a fitting birthday present for the university which celebrates its 40th anniversary today.

"It is also appropriate for the university's journey towards autonomy," Dr Sharifah Hapsah added.

UPM vice-chancellor Prof Datuk Dr Nik Mustapha R. Abdullah said the status meant a lot to the university.

"We have been very rigorous in our internal review process before new programmes are offered," he added.

»The status does not include professional programmes which still need accreditation and recognition from relevant professional bodies«

DATUK SERI MOHAMED KHALED NORDIN

Based on the above article, categorize main ideas based on:

Berdasarkan artikel di atas, kategorikan idea utama berdasarkan:

i) Restate **TWO (2)** main ideas from the Introduction.

Nyatakan semula DUA (2) idea utama daripada Pengenalan.

[2 marks]

[2 markah]

ii) Restate **TEN (10)** main ideas from the Content.

Nyatakan semula SEPULUH (10) idea utama daripada Isi Kandungan.

[10 marks]

[10 markah]

iii) Restate **THREE (3)** main ideas from the Conclusion.

Nyatakan semula TIGA (3) idea utama daripada Kesimpulan.

[3 marks]

[3 markah]

QUESTION 3
SOALAN 3

CLO3
C1

i) Define the meaning of Online Public Access Catalog (OPAC).

Berikan maksud Online Public Access Catalog (OPAC).

[2 marks]

[2 markah]

ii) State **THREE (3)** uses of OPAC.

*Nyatakan **TIGA (3)** kegunaan OPAC.*

[3 marks]

[3 markah]

CLO3
C2

a) i) Differentiate 'Note Making' and 'Note Taking'.

Bezakan 'Note Making' dan 'Note Taking'.

[4 marks]

[4 markah]

Note Making	Note Taking

ii) Identify **FIVE (5)** techniques of 'Note Making' and 'Note Taking'.

*Kenalpasti **LIMA (5)** teknik 'Note Making' dan 'Note Taking'.*

[5 marks]

[5 markah]

iii) Explain **THREE (3)** stages of 'Note Making'.

Terangkan TIGA (3) peringkat dalam 'Note Making'.

[6 marks]
[6 markah]

Three Stages	Explanations
BEFORE	1.
DURING	1.
	2.
	3.
	4.
AFTER	1.

CLO3
C3

b) Sketch the given graphic organizers below.

Lakarkan 'graphic organizers' berikut.

i) Continuum Scale
Continuum Scale

[1 mark]
[1 markah]

ii) Network Tree
Network Tree

[2 marks]
[2 markah]

iii) Problem and Solution Map
Problem and Solution Map

[2 marks]
[2 markah]

QUESTION 4
SOALAN 4





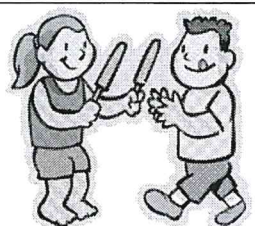
CLO4
C1

- a) Label the correct learning styles based on the given pictures and characteristics.

Labelkan gaya pembelajaran yang betul berdasarkan gambar dan ciri-ciri yang diberikan.

[5 marks]

[5 markah]

Learning Styles	Pictures	Description
1. _____		You prefer using logic, reasoning and systems.
2. _____		You prefer using sound and music.
3. _____		You prefer using your body, hands and sense of touch.
4. _____		You prefer using pictures, images and spatial understanding.
5. _____		You prefer to learn in groups or with other people.

CLO4
C2

b) Classify learning styles based on the given descriptions.

Klasifikasikan gaya pembelajaran berdasarkan penerangan yang diberikan.

[15 marks]

[15 markah]

Descriptions	Learning Styles
They like physical rewards <i>Mereka suka ganjaran fizikal</i>	1.
They usually use lots of verbs and actions <i>Mereka biasanya menggunakan lisan dan tindakan</i>	2.
They have good handwriting <i>Mereka boleh menulis dengan baik</i>	3.
They memorize sequentially <i>Mereka menghafal secara berturutan</i>	4.
They memorize by seeing graphics or pictures <i>Mereka menghafal dengan melihat grafik atau gambar</i>	5.
They have difficulty with written directions <i>Mereka mengalami kesukaran dalam arahan bertulis</i>	6.
They enjoy talking <i>Mereka sukan bercakap</i>	7.
They are outgoing by nature <i>Mereka suka kepada alami</i>	8.
They like to touch people when talking <i>Mereka suka menyentuh orang apabila bercakap</i>	9.
They observe rather than act or talk <i>Mereka lebih suka memerhati daripada bertindak atau bercakap</i>	10.
They learn best with touching and moving <i>Mereka belajar dengan sentuhan dan pergerakan</i>	11.
They enjoy doing activities <i>Mereka suka melakukan aktiviti</i>	12.
They talk aloud <i>Mereka suka bercakap dengan kuat</i>	13.
They will try new things <i>Mereka suka mencuba perkara-perkara baru</i>	14.
They enjoy music <i>Mereka suka kepada muzik</i>	15.

CLO4
C3

c) Read and understand the given text below.

Baca dan fahami teks di bawah.[5 marks]
[5 markah]

Aina is an auditory learner. She struggles in learning mathematics in class and often needs her friend's help to teach her.

Based on the information given, list **ONE (1)** strategy that can be applied by Auditory Learner below in helping Aina to solve her problems.

*Berdasarkan maklumat yang diberikan, senaraikan **SATU (1)** strategi untuk Setiap 'Auditory Learner' di bawah yang boleh digunakan untuk membantu masalah yang dihadapi oleh Aina.*

Auditory Learner	Description
General	
Reading	
Writing	
Spelling	
Mathematics	

SOALAN TAMAT