



FINAL EXAMINATION

COURSE : WRITING DEVELOPMENT I

COURSE CODE : HPC1043B

DURATION : 2 HOURS

INSTRUCTIONS TO CANDIDATES:

1. This question paper consists of **THREE (3)** parts : PART A (01 question)
PART B (01 question)
PART C (01 question)
2. Answer ALL questions from PART A, PART B and PART C.
 - i. Answer ALL questions in the Answer Booklet
3. Please check to make sure that this examination pack consists of:
 - i. Question Paper
 - ii. Answer Booklet
4. Do not bring any material into the examination hall unless permission is given by the invigilator.
5. Please write your answer using a ball-point pen.

MYKAD NO : _____

ID. NO. : _____

LECTURER : _____

SECTION : _____

DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO

The question paper consists of 06 printed pages

MAR2024/A/HPC1043B**PART A****QUESTION 1**

Read the passage given, and write a summary on Time Management. The length of the summary is between 100-150 words.

Time Management

How well do you manage your time? Do you feel overloaded, pressured by deadlines, as though you should be in two places at once? Do you rush things, half-finish things, leave things to the last minute? The most successful and productive people are those who control time rather than let it control them. Many of us would like to be better time managers but have fallen into bad habits or lack effective strategies. If we could only avoid common pitfalls and adopt common-sense practices, we could change our lives overnight.

One of the main failures is to not keep a to-do list, so that, by the end of each day there will be things we should have done but didn't, because we forgot about them or didn't organise our time well enough to fit them in. Of course, having a list does no good if you don't look at it, or if it has an impossible number of items on it (so that they have to be moved on to the next day, and the next ...), or if you actually have no intention of doing those things.

It's tempting to procrastinate and repeatedly put off a job we don't want to do, but this just creates guilt, which spoils pleasure in doing other things, and panic, later, when we realise we haven't left enough time to make a decent job of it. Just making a start on a dreaded task makes you feel so much better than trying to avoid doing it, and then it's easy to come back to and continue with it or complete it the next time. Often it turns out not to be as bad as you thought it would be!

Knowing how to optimise scheduling is another time management strategy: some of us work better early in the morning, some in the afternoon, and others in the evenings, or even late at night. Make sure your daily to-do list takes account of this. You also need to accept what is possible; some people take on too much, out of fear or a desire to please, or because they don't know how to say 'No'. It would be much better to negotiate a less demanding task or a longer time frame in which to do it than to let people down when you fail to deliver, or damage yourself with stress and overwork. Sometimes it's appropriate to delegate rather than micro-manage or believe that you are the only person capable of doing a job properly. This doesn't mean getting your elder sibling to do your homework for you; it does mean letting your project partner do their fair share of the research. People often say that they like to be busy and that they are afraid of being bored, but being frantic over a long period, especially if eating and sleeping are neglected, can lead

to burnout or poor performance. Think quality not quantity!

It's essential that the items on your list are precise: 'learn Italian' is not going to be helpful, but 'read Chapter 5 of the Italian coursebook' is. And you have to prioritise according to what needs to be done sooner, not what is more important: that way you won't feel the pressure of urgency and time running out. Of course, you must be flexible enough to put aside the list if an unforeseeable emergency arises, and you shouldn't spend so long writing your to-do list each day that you are taking up time that could be spent actually doing the things on it!

The lists and short-term tasks need to be part of long-term goals: what do you want to have achieved by the end of the week, the month, the year? Without goals you won't be able to decide what's worth spending your time on or have the motivation to work towards the destination without distractions. It is so easy to wander off-track and spend time doing something trivial and unproductive but pleasant, such as reading personal emails instead of writing an essay, and then realise with a shock that several hours have passed with nothing to show for them. Successful work happens when we are totally absorbed, firing on all cylinders, and this cannot happen if we allow interruptions or flit from one task to another. Many people call this multi-tasking and believe it to be a useful skill, but it normally means making mistakes and doing jobs 20–40% less efficiently than doing them in sequence with full concentration.

Which is not to say that you can't take a break! Taking breaks is a crucial aspect of time management. No-one can keep working indefinitely at maximum output and efficiency. Students studying for exams, for instance, are advised to take a short break every two hours, preferably one involving physical movement from the work station, and thus return refreshed with a better focus. A break is especially necessary if you feel you've got a blockage or have reached a dead end and can't think of a solution to a problem. A rested brain will often produce the elusive answer and prove the value of a little down-time.

Adapted from: https://assets.cambridge.org/97811084/38940/excerpt/9781108438940_excerpt.pdf

TOTAL: 20 MARKS

PART B

QUESTION 1

Write **ONE (1)** paragraph for the following situation in 150-200 words.

Your class has been discussing the importance of spending quality time with family and your lecturer has asked you to write a paragraph about how you would spend time with your family.

In your paragraph, you should write about the following:

- The activities you would do together
- Reasons for spending time together
- The fun things to do together on weekends

TOTAL: 20 MARKS

PART C

QUESTION 1

Movie theatres have been around for more than a century. However, the coronavirus pandemic has forced movie theatres nationwide to close or drastically change their policies in order to adhere to social distancing and public health and safety measures.

Write an essay on your opinion for the topic below. You should write at least 250-300 words.

‘Why do I prefer to watch movies on Netflix rather than going to the cinema?’

TOTAL: 20 MARKS

END OF QUESTION PAPER