



**UNIVERSITI KUALA LUMPUR
BUSINESS SCHOOL**

**FINAL EXAMINATION
FEBRUARY 2024 SEMESTER**

COURSE CODE : KFP07202
COURSE NAME : STUDY AND CRITICAL THINKING SKILLS
PROGRAMME NAME : FOUNDATION IN BUSINESS
DATE : 27 JUNE 2024
TIME : 09.00 AM – 12.00 PM
DURATION : 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. Please **CAREFULLY** read the instructions given in the question paper.
2. This question paper has information printed on both sides of the paper.
3. This question paper consists of **THREE (3)** sections. **Section A, Section B and Section C.**
4. Answer **ALL** questions in **Section A, Section B and Section C.**
5. Please write your answers on the OMR answer script and answer booklet provided.
6. All questions must be answered in **English** (any other language is not allowed).
7. This question paper must not be removed from the examination hall.

THERE ARE SIXTEEN (16) PAGES OF QUESTIONS, INCLUDING THIS PAGE.

SECTION A (Total: 50 marks)**INSTRUCTION: Answer ALL questions.****Please use the objective answer sheet provided.**

1. You should _____ to be successful in your university courses.
- A. get to know your lecturers
 - B. do and practice the assignments
 - C. attend all classes, even if attendance is optional
 - D. do all the above
2. Online organising tools and Online-learning that the university provides include,
- I. UniKL VLE
 - II. UniKL E-citie
 - III. UniKL Link
 - IV. UniKL eResources
- A. I, II and III only.
 - B. I and II only.
 - C. I, II and IV only.
 - D. All the above.
3. Managing yourself as a tertiary student includes,
- I. maintaining motivations.
 - II. completing study plans.
 - III. developing study purposes.
 - IV. practice independence.
- A. I, and III only.
 - B. I, II and III only.
 - C. I, III and IV only.
 - D. All the above.
4. What might help students make good academic decisions?
- A. Telling parents to give more choices.
 - B. Study harder.
 - C. Use a calendar to plan.
 - D. Use a pro and con chart.

5. Which is the first step to begin as you envision success as a student?
- A. Plan your study.
 - B. Develop self-belief.
 - C. Picture your aim or goal.
 - D. Apply the skills studied.
6. Choose the best definition of Time Management.
- A. Dividing time to complete daily activities.
 - B. Process of using time well on many activities.
 - C. Process of planning and practicing time control spent on specific activities.
 - D. Planning time to complete tasks.
7. Which is another explanation of Time Management?
- A. Process of preparing time to finish tasks following your mood.
 - B. Process of estimating time to complete tasks whenever you are ready.
 - C. Process of planning time, to identify amount of time need to complete a task.
 - D. Process of available time to finish tasks of the day.
8. Time Management allows to assess?
- A. What tasks can finish and when can finish.
 - B. How many tasks can finish and what can finish.
 - C. How many tasks can finish and when can finish.
 - D. What tasks can finish and how can finish.
9. Time Management also gives a choice of?
- A. To control people through time.
 - B. To speed up or slow down time.
 - C. To manage own timing on activities.
 - D. To manage timing of others.
10. Which is a good part of Time Management?
- A. Self-motivation.
 - B. Self-confidence.
 - C. Self-management.
 - D. Self-discipline.

11. As a university student, Time Management concerns with?
- I. Study
 - II. Family
 - III. Friends
 - IV. Daily duties
- A. I, II and III only. C. I, III and IV only.
B. I, II and IV only. D. All the above.
12. How do you organise your daily activities, best according to Time Management?
- A. Do activities as they come.
 - B. Rank the activities accordingly and complete them.
 - C. Rank and divide time according to the activities.
 - D. Divide the time accordingly and complete the activities.
13. Which are the good reasons of having a plan according to Time Management?
- I. Set a routine to daily life, a calmer life.
 - II. Regular pattern of life, more efficient person.
 - III. More time save to waste over.
 - IV. Get better to spend time chasing time.
- A. I and III only. C. I and II only.
B. II and III only. D. I and IV only.
14. Ways to improve the Skill of Time Management include?
- I. Attention to focus on task.
 - II. Manage desire, do the needs first.
 - III. Self-monitor, set reminder for next steps.
 - IV. Break big, many tasks into small parts or steps.
- A. I, II and IV only. C. All except IV.
B. II, III and IV only. D. All the above.

15. Apart from organising and planning activities, what is also an important role of Self-management?
- A. Feelings; to remember the hurt and blame on others.
 - B. Motive; to remember goals and maintain the motivation.
 - C. Purpose; to remember the good past and relive the glory.
 - D. Appreciate; to chase life's wants and enjoy it.
16. What is the meaning of revision for an exam preparation?
- A. To recheck and confirm topics covered with study group.
 - B. The process of reviewing own notes and recalling keywords.
 - C. The process of reviewing friends' notes and their keywords.
 - D. The process of reviewing lecturers' slides and textbook.
17. Which are the good ways of revision to recall comprehension?
- I. Develop memory aids.
 - II. Create charts or comparison tables.
 - III. Use local or own daily examples related to own notes.
 - IV. Copy study partner's notes.
- A. II and III only.
 - B. All except IV.
 - C. All except I.
 - D. All the above.
18. An important part of exam preparation is to filter many own notes into a compact set of keynotes. This process includes creating;
- I. Flashcards
 - II. Mind-maps
 - III. Acronyms
 - IV. Brainstorming
- A. I, II and IV only.
 - B. I, II and III only.
 - C. I, III and IV only.
 - D. All the above.

19. Time Management also teaches us how to?
- Lessen negative moods.
 - Reduce bad-time habits.
 - Learning from mistakes and regrets.
 - Reward oneself after completing big tasks.
- A. I, II and III only. C. I, III and IV only.
B. I, II and IV only. D. All the above.
20. Revision of topics should _____ and _____ for exam preparation.
- start early with difficult ones, easy or liked ones later.
 - start early with easy or liked ones, difficult ones later.
 - start early with easy or liked ones, forgot hard ones.
 - start early with difficult ones, forgot easy ones.
21. A study group is useful in terms of
- Shared struggling experience gives emotional support to relieve stress.
 - Collaboration gives other viewpoints on the learning material.
 - Boost motivation and self-belief through problem-sharing.
 - Teaching friends can boost own memory recall.
- A. All except IV. C. All except II.
B. All except III. D. All the above.
22. To practice consistently on non-reading topics, a student revising should _____.
- maintain more frequency over volume.
 - maintain more volume over frequency.
 - memorised the formulas and concepts.
 - maintain own notes over lecturers' slides.
23. An advice says to allow extra _____ for potential 'emergencies' during revising for an exam to be ahead or on schedule rather than behind.
- a month
 - a couple of days
 - a couple of hours
 - a couple of weeks

24. Study and Critical Thinking Skills says to divide your revision time accordingly to?
- A. High mark subjects, less practice time.
 - B. Lower mark subjects, more practice time.
 - C. High mark subjects, more practice time.
 - D. Lower mark subjects, less practice time.
25. Study and Critical Thinking Skills represents
- A. ready communication skills and make friends in the university.
 - B. prepare current study skills for university learning environment.
 - C. ready technical skills and perform in the university.
 - D. prepare working skills to ready for the working world.
26. The basic definition of Study Skills is
- A. ways to collect basic information.
 - B. methods to memorise information.
 - C. strategies or ways to learn and study.
 - D. tips to pass exams.
27. What is the purpose of Study and Critical Thinking Skills subject?
- A. Prepare oneself to face the world.
 - B. Ready oneself for the working world.
 - C. Apply variety of study skills to improve study performance.
 - D. Apply various Creative Thinking Skills to improve personal performance.
28. The benefits of learning Study Skills?
- A. Preparing oneself for university learning.
 - B. Ready myself for assignments, tests, and exams.
 - C. Boost my self-belief and confidence through knowing and using the skills.
 - D. All the above.
29. The meaning of Note-taking is
- A. write down what I think is important.
 - B. type important words found in textbook.
 - C. copy exact words from lecturer, textbook and PowerPoint presentations.
 - D. record it in writing or write in own words or sentences.

30. The correct way of Note-taking is
- A. copy exact friend's notes.
 - B. reading through classmates' notes.
 - C. collect and organise writings in own notebook.
 - D. compare friends' notes.
31. Proper Note-taking is defined by ____.
- A. random ways.
 - B. linear ways only.
 - C. non-linear ways only.
 - D. both linear and non-linear ways combined.
32. What is the linear way of Note-taking means?
- A. lines of keywords all over a piece of paper.
 - B. lines of words around a page of the notebook.
 - C. line by line of keywords, words, or sentences.
 - D. lines of drawn images in a page.
33. How do you describe Non-linear ways of Note-taking?
- A. Mind-map and brainstorming.
 - B. Draw images and pictures.
 - C. Colour and symbols.
 - D. Charting and mapping.
34. When I do good Note-Taking, ____.
- A. I know it will help me well for assignments.
 - B. I know it will help me later in my working life.
 - C. I know it is easier to review and recall important points from lectures.
 - D. I know that, for sure I will score in exams.
35. Preparing for Quiz, Test & Exam requires me to ____.
- A. apply study skills and have good relationships with friends and lecturers.
 - B. use study skills especially revising my notes.
 - C. use study skills and exam-taking tips.
 - D. pray hard and hope for the best.

36. I practised and understood my Studying Skills therefore I should feel _____.
A. confident but nervous
B. confident and calm
C. calm but still unsure
D. cautious and anxious
37. Using Study Skills can best shape my current role as a student in terms of
A. being more efficient and effective in my learning.
B. being more generous of my time towards my family.
C. being better at saving time for more friendship.
D. being good at work-life balance.
38. When I apply well my Study Skills now, I might become _____ in the future.
A. a life-long learner
B. a diligent but calculative person
C. an understanding adult towards pets
D. a careless researcher
39. Using Study and Critical Thinking Skills will currently benefit me in terms of?
I. Raise my learning level.
II. Jog and boost my memory.
III. Increase my thinking maturity.
IV. Increase my capability to become an entrepreneur.
A. I and II only. C. II and III only.
B. I, II and III only. D. All the above.
40. Study and Critical Thinking Skills includes topics of?
I. Note-Taking, Time Management, Exam Preparation.
II. Effective Listening, Academic Writing, Creative Thinking.
III. Effective Communication, Learning Styles, Teaching Styles.
IV. Revision and Exam skills, Decision Making, Problem Solving.
A. I, II and III only. C. II, III and IV only.
B. I, II and IV only. D. All the above.

41. Learning Study and Critical Thinking Skills provides me to _____.
I. apply analytical and/or Critical Thinking Skills in study, learning, decision making and problem solving.
II. organise, apply, and create learning material in tertiary learning environment.
III. prepare and conduct proper written assignment and presentation.
IV. do formal online research and write term papers.
A. I, II and III only. C. I, III and IV only.
B. I, II and IV only D. All the above.
42. What are the personal and interpersonal skills I gained from this subject/course?
I. Cognitive Skills.
II. Communication Skills.
III. Ethics and Professionalism.
IV. Autonomy and Leadership.
A. I, II and III only. C. II, III and IV only.
B. I, II and IV only D. All the above.
43. The benefits of Note-Taking I should appreciate and apply include,
I. free the mind from remember/recall everything.
II. the 'Second Brain' to organise. Temporary storage, practice to memory.
III. basic skill in personal knowledge management.
IV. improve Research Skills.
A. I, II and III only. C. I, II and IV only.
B. II, III and IV only D. I, III and IV only.
44. An important component of practicing Study Skills is _____.
A. motivation.
B. soul.
C. spirit.
D. attitude.

You work in a company as a supervisor with responsibility for a team of six staff. You have been asked to reduce overall cost of your team's operational expense. Based on the latest performance report, two of your most senior staff are currently underperforming while the youngest and latest addition to your team is performing above the required expectation.

45. Based on the scenario, what would you do in this situation?
- A. You recommend to reduce the salary of the underperforming staff.
 - B. You recommend to reduce the team size to meet the expected target.
 - C. You recommend to reduce the overall salary of the team including yours.
 - D. You recommend for the team to learn and adopt more efficient ways from each other.

You work in a Sales Department and you have made more than 30 calls in the past couple of hours. Each time you call and explain your purpose, the caller hangs up. It is not like this last week and you wonder what might be going wrong.

46. Based on the scenario, what would you do in this situation and how would you feel?
- A. You feel incredibly stressed and take a break.
 - B. You show resilience and continue with the calls knowing that one will convert into a sale eventually.
 - C. You reflect on your approach and try to see how and why you may be going wrong.
 - D. You are motivated to carry on, knowing that every setback makes you more determined to secure a sale.

47. A group of students is trying to find a creative way to solve a complex problem. Which is the best way?
- A. Define the problem and brainstorm solutions.
 - B. Mind-map the steps to solve the problem.
 - C. Discuss the steps to solve the problem.
 - D. Call the experts to seek advice.

48. Critical Thinking is a process we develop (through practice) that shapes & reshapes our _____ as we evaluate the relevance of _____ made by others in real-life situations.

Please select the best answer.

- A. energy, spirit, soul... comment/advice
 - B. looks, image, fashion sense... viewpoint/opinion
 - C. beliefs, attitudes, opinions... comment/advice
 - D. beliefs, attitudes, behaviours... opinion/viewpoint
49. You did a comprehensive job search, and now decided to apply to three companies. What is the exact next step to your careership success?
- A. A resume to submit that fits their requirements.
 - B. Practice well for the interviews.
 - C. Speak with people who work for them.
 - D. Inform your parents and seek their advice.
50. Which of the following can improve your problem-solving and decision-making skills?
- A. Information, plan and courage.
 - B. General knowledge, advices and determined.
 - C. Background knowledge, opinions and instinct.
 - D. Patience, plan and confidence.

SECTION B (Total: 30 marks)

INSTRUCTION: Answer ALL questions.
Please use the answer booklet provided.

Question 1

Match the words in the boxes with the most appropriate statement.

Argumentative	Critical thinking	Creative thinking	Reflective	Expository
Inference	Narrative	Paraphrasing	Assumption	Descriptive

- I. This writing type highlights what happened with details which appeals to the senses. It is a _____ essay.
- II. _____ essay describe or explain, using unknown information and facts to reveal readers about a matter.
- III. Rephrasing ideas or information from an original source into your own words is _____.
- IV. A _____ essay focuses on plot with dialogue and arranged by time; flashback, flash-forward, and transitions.
- V. _____ writing is critical with objective analysis presenting fact, evidence and proofs through research and differing ideas are recognised by critical evaluation.
- VI. _____ writing is a Critical Self-analysis with emotion and detail of experiences thus revealing a need to improve ways and self-processes.
- VII. _____ is a conclusion based on evidence and reasoning.
- VIII. A belief, logical construct, or unconfirmed fact is also known as _____.

- IX. _____ is discovering different perspectives by combining ideas.
- X. Knowing, understanding, analysing, synthesising, applying, and evaluating the ideas or problems are parts of _____ skills.

(20 marks)

Question 2

Fill in each blank with a transition word from the box. Write your answer in the answer booklet provided.

after	second	finally	first
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Steps to Motivate oneself

Self-motivation is defined as own interest to drive a person to achieve something. Most common form of it is Self-belief but many struggle to have it. There are several steps you can take to have Self-belief. (I) _____, know yourself well. A step towards Self-belief is to have an own identity. Take notice of your experiences and your practices or ways. (II) _____, respect and appreciate yourself. Being honest and earnest in your daily experiences, putting your best foot forward. Third, a good support system. Talk to your confidante about yourself, receiving sincere feedback to shape your own identity. (III) _____, activate self-motivation through the practice of self-reflection. Recalling each past day will point you towards your interests and selecting one to start the next day. You will likely feel motivated (IV) _____ practicing these steps.

Identify and choose one. Write your answer in the answer booklet provided.

Expository	Reflective	Descriptive	Argumentative
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(V). Which style of essay is used for this paragraph? _____

(5 marks)

Question 3

Fill in each blank in the paragraph with a transition word from the box. Write your answer in the answer booklet provided.

another type

many kinds

one type

these kinds

What I learn from Study Skills

I discovered that there are (I) _____ of study skills. All kinds deal with proven steps for students to cope with the pressures of learning and studying. (II) _____ of study skills setup is to be efficient with time. I believed I have improved much as a person when I applied them. (III) _____ of study skills rewards students with confidence and self-belief. Some of this type of study skills, provide clear guide to boost motivation and performance. I have seen it with my own eyes when I use them. (IV) _____ of study skills allow students to grow as an adult by being independent and knowing how to manage time and performing at the right time. I truly appreciate the exposure given and I am confidently set on completing my degree!

Identify and choose one. Write your answer in the answer booklet provided.

Argumentative	Descriptive	Reflective	Expository
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(V). Which style of essay is used for this paragraph? _____

(5 marks)

SECTION C (Total: 20 marks)

INSTRUCTION: Answer ALL questions.
Please use the answer booklet provided.

Question 1

One of the most important things about setting goals is that each one needs to be definite, achievable, and rewarding. The SMART goal is used to help guide goal setting. Identify and explain all **FIVE (5)** SMART Goal Setting Methods by applying to the situation of you preparing for your final examination.

(10 marks)

Question 2

Explain the **THREE (3)** basic principles of Creative Thinking. Provide an example for the final principle.

(10 marks)

END OF EXAMINATION PAPER