



FACULTY OF EDUCATION AND ARTS

School of Service Professional Development

FINAL EXAMINATION

Student ID (in Figures) :

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Student ID (in Words) : _____

Course Code & Name : **MPU3232 Academic Writing Skills**
 Trimester & Year : September – December 2023
 Lecturer/Examiner : Nur Harizah Mohd Faiz
 Duration : 2 hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 2 parts:
 - PART A** : **READING COMPREHENSION & SUMMARY**
 (55 marks) There are **TWO (2)** sections in this part. Answer both questions in the space provided.
 - PART B** : **ESSAY WRITING**
 (45 marks) There is only **ONE (1)** section in this part. Answer the question in the space provided.
2. Candidates are not allowed to bring any unauthorized materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students’ Handbook, up to and including expulsion from BERJAYA University College.

Total Number of pages = 8 (Including the cover page)

PART A : READING COMPREHENSION & SUMMARY (55 MARKS)

INSTRUCTION(S) : There are **TWO (2)** sections in this part. Answer both questions in the space provided.

Effects of Procrastination: Pros and Cons

Adapted from: Marks, J & Saripalli, V 2022, 'Effects of Procrastination: Pros and Cons', *Psych Central*, viewed 6 October 2022, <<https://psychcentral.com/health/good-and-bad-things-about-procrastination>>

Procrastination involves delaying an activity or a task that can be either decisional, implemented or a lack of actuality. An essential characteristic of delaying is the acknowledgement of the individual that this delay may have some negative aspects. Procrastination is regularly seen as a problem as most people associate procrastination with a negative connotation. While there are certainly negative things that can come from procrastination, this phenomenon is not always a bad thing. For truly active procrastinators, they are not just sitting around avoiding their tasks. There is a purpose to procrastination.

A person who welcomes procrastination might need a fast-approaching deadline to feel inspired. Some individuals find that delaying a task can be motivating, for example if it makes an otherwise boring task feel exciting or interesting due to an 'adrenaline factor'. "Procrastinators become addicted to that feeling of urgency — the adrenaline rush," says Dr. Tim Pychyl, a procrastination expert who runs the Procrastination Research Group at Carleton University in Ontario. "An assignment that once felt mundane can become exciting for people who like to work under pressure".

Procrastinators are often seen as lazy, undisciplined, and lacking in work ethics when in reality procrastination is advantageous for the high pressure situations many people face in the fast pace world today. A person can work more efficiently and effectively, thus spending less time completing a task because they don't have time to waste. Putting off a task for a specific time may also allocate more time to plan and develop more creative strategies, leading to an idea or solution that would not have otherwise been considered. For workaholics who are prone to spending a lot of time working, procrastinating can be beneficial. Even though there may be tasks that need to be accomplished, it can be healthy to put off these tasks to give specific people the time and attention needed in order for personal relationships to flourish and grow.

Yet, study after study has analysed the impact of procrastination, and the results are never good. The most common factor reported that gives procrastination a bad name is it often leads to an increase in stress and anxiety. A study among university students by Rozental et al. (2022) shows that apart from being stressed out and anxious, most participants also described having a lower mood, coupled with feelings of hopelessness and despair. Additionally, people who chronically procrastinate are also more likely to experience physical health problems, such as nausea, digestive issues and muscle tension. In a majority of the cases, participants described being constantly tired or flat out exhausted.

In worst case scenarios, the workplace sees negative consequences the most when employees procrastinate. Nguyen and Steele (2013) found that procrastination is associated with unemployment or a shorter duration of employment, and overall lower income. Putting things off until the last minute can impact work, causing missed important deadlines and urgent tasks to be overlooked, which can be grounds for dismissal. Another effect of procrastination at the workplace is a vicious cycle of work delay ultimately resulting in burnout. Cami McLaren, a Sacramento-based executive coach, who estimates that 40 percent of her clients tell her that they frequently procrastinate, warns of the danger of putting things off. "When we procrastinate, we live in a constant state of urgency. It's exhausting and leads to burnout which interferes with concentration and can cause work to take longer and more effort."

However, it turns out that if procrastination is done conscientiously, jobs can be done both fast and right. Passive procrastination is the type most people think of, where individuals find themselves paralysed by stress and anxiety due to their inability to complete a task on time. An earlier study by Chu and Choi (2005) established that active procrastination may not pose the same negative physical and psychological consequences as passive procrastination. In fact, procrastinating allows optimum use of energy. Complex tasks that require a lot of mental effort, like writing and analysing information, need to be completed when energy level is high and the brain is rested. If a night-owl schedules high-intensity projects in the morning, sluggish energy levels will likely lead to negative results.

Working under intense pressure has also been proven to help increase focus and create the impetus to move and work on the most urgent matters first. This is associated with achieving 'peak experience' by allowing employees to concentrate on prioritising work. This 'peak experience' also provides a strategy to avoid burnout at the workplace, which is often caused by the inability to say "no". Rather than focusing on one task at a time, many try to please everybody by taking on too many tasks. Instead, by procrastinating, feelings of autonomy and control are increased, providing opportunities for rebellion against schedules that were imposed on by others, giving procrastinators the choice to get things done properly at the right time.

d) **FOUR (4)** reasons to support the opposing claim

(8 marks)

e) **FOUR (4)** refutations of the reasons in support of the opposing claim

(8 marks)
