

18/30

Name	Student Number	Date	Lecturer Name
Charlene Johnson	2131892	27 March 28	

BMSW 4001 Task 1 Assessment

This assessment is a quiz. You will be asked 15 questions and will have 30 minutes to complete the assessment.

The quiz is divided into three categories:

- Time management/Notetaking,
- Harvard Referencing,
- Reading skills

You will be asked five questions in each category.

Section 1: Time Management and Notetaking.

Question 1 (Circle the correct answer)

Managing time more effectively as a student helps you to

☒ A) Get a good night sleep

☐ B) Procrastinate

☐ C) Have fun

02/8
D) Prioritise and completes activities to deadlines

this is the correct answer

Question 2 (Circle the correct answer)

Everyone has the same working memory capacity and can therefore take notes at the same pace.

✓ A) True

B) False

2

Question 3 (Circle the correct answer)

Your time stealers as a student could be:

✓ A) Friends,

B) Social media,

C) All of the above

2

Question 4 (Circle the correct answer)

Highlighting involves:

A) Copying text down to use in your work.

✗ B) Using a coloured highlighter pen to colour code your notes

C) Emphasizing key words, phrases or data by means of underlining or circling, or using a coloured highlighter pen

This is the correct answer

Question 5 (Circle the correct answer)

Which of the following is a time management technique?

- ✓ ☒ A) Pomodoro technique
- ☐ B) CRAAP technique
- ☐ C) Tabular technique

②

Section 2: Harvard Referencing

Question 6

The deliberate or inadvertent theft of intellectual property is called

X ~~IP theft~~ Plagiarism

Question 7

"All staff develops at their own speed." Montague (2020)

What is missing from the above citation of a direct quote?

X ~~Initials~~ Page number

For a direct quote a page number needs to be mentioned.

Question 8

General information of the source -

Journal of Management

Vol. 47 No. 4, April 2021 867–897

DOI: 10.1177/0149206319864153

© The Author(s) 2019

Article reuse guidelines:

sagepub.com/journals-permissions

Leaving Work at Work: A Meta-Analysis on Employee
Recovery From Work.

Authors

Laurens Bujold Steed - Miami University

Brian W. Swider - University of Florida

Sejin Keem - Portland State University

Joseph T. Liu - Florida Gulf Coast University

Write the full Harvard reference for the article shown above
in this box.

Steed et al. (2019) Leaving work
at work: A meta-analysis on employee
recovery from work. Journal of
management. 47(4). PP 867-897.

Needs to be mentioned
for a direct quote a page number

Question 9 (Circle the correct answer)

What would be the correct in- text citation for this article with the following information?

Journal: Healthcare Review

Article title: The Role of Empathy in Health and Social Care Professionals

Maria Moudatsou, Areti Stavropoulou , Anastas Philalithis and Sofia Koukouli

Published: 30 January 2020



☒ A) Moudatsou et al (2020)

②

B) Maria et al (2020)

C) Philalithis and Koukouli(2020)

D) The Role of Empathy in Health and Social Care Professionals (2020)

PERSONNEL PSYCHOLOGY
2013, 66, 345–376

WORK–FAMILY CONFLICT AND FLEXIBLE
WORK
ARRANGEMENTS: DECONSTRUCTING

FLEXIBILITY

TAMMY D. ALLEN

University of South Florida

RYAN C. JOHNSON

University of South Florida

KAITLIN M. KIBURZ

University of South Florida

KRISTEN M. SHOCKLEY

Baruch College and The Graduate Center City

University of New York

Question 10 (Circle the correct answer) ✓

What would be the correct in text citation for this article?

A) Allen et al (2013) → *Correct answer as it has multiple authors*

B) Tammy et al (2013)

✕ **C) Allen & Johnson (2013)**

D) Work- Family Conflict and Flexible Work Arrangements (2013)

Section 3: Reading

Read the paragraph below and answer the following questions.

Sanders (2019) outlined that in 2018, businesses in the UK experienced a 16% increase in the cost of business rates. This is equivalent to a £100 weekly rates bill becoming £116 and a £5000 annual business rates bill increasing to £5800. Despite this rise in costs Morey (2021) reported that the governor of the Bank of England, Andrew Bailey, suggested that business should not pass on costs to customers as this could lead to a spiral of inflation that could push costs for everyone even higher. So, how does a business deal with increasing costs without increasing prices for customers?

Question 11 (circle the correct answer)

What is the main focus of the paragraph above?

A) Potential high inflation

✓ (B) The increase in business rates

(2)

C) The Bank of England

Question 12

According to the paragraph above, by what percentage did business rates increase in 2018?

✓ 16%

2

Question 13

According to the paragraph above, which publication is cited as reporting the words of the Andrew Bailey?

✓ Money (2021)

2

2

Reading the information below, taken from the Office for National Statistics website.

Energy prices and their effect on households.

As the cost of living rises for households across Great Britain, growing energy prices disproportionately impact those on lower incomes.

1 February 2022 With two thirds (66%) of adults in Britain reporting their cost of living increased in the past month, rising energy prices are a growing factor in the squeeze on household budgets.

Of those who reported a rising cost of living to the Opinions and Lifestyle Survey (OPN) in January 2022, 79% cited higher gas and electricity bills as a cause.

Fuel costs rose considerably last October following a 12% rise in the Office of Gas and Electricity Markets (Ofgem) energy price cap, which limits the amount suppliers can charge customers on default energy tariffs.

The energy regulator is due to review the price cap again this month, and prices could rise even further when it is implemented in April.

Energy price rises are likely to hit lower income households disproportionately, as they spend a higher proportion of their income on utility bills and are more likely to be in fuel poverty.

Question 14 (circle the correct answer)

According to the information above, what factor pushed the increase in the living cost for most adults in Britain?

- A) Food prices
 - ✓ ☒ (B) Energy prices
 - C) Gas prices
- (2)

Question 15 (circle the correct answer)

From the information above, which group of household will the rise in energy price hit most?

- A) Higher income households
 - B) Middle income households
 - ✓ ☒ (C) Lower income households
 - D) Non of the above
- (2)