**Assessment Task for Reading**

**Topic: Book Talk – *The 7 Habits of Highly Effective Teens* by Sean Covey**

This assessment task focuses on developing senior secondary students’ reading skills.

This set of materials contains the following:

* **The reading text**
* **A set of questions**
* **Suggested answers**
* **Annotated text**

**Reading Text**

An alumnus of your school has returned to give a talk on a book that changes his life in the Reading Week. Below is his speech on *The 7 Habits of Highly Effective Teens* by Sean Covey:

|  |  |
| --- | --- |
| 5  10  15  20  25  30  35  40  45  50  55  60  65  70 | Principal, teachers and school brothers and sisters,  It is indeed my pleasure and honour to be invited by my alma mater to share with my fellow school brothers and sisters a book that influences me most. I have racked my brains to come up with a book that not only changes my life, but also speaks and relates to most of you here. After serious thoughts, I decide to introduce this title – *The 7 Habits of Highly Effective Teens* by Sean Covey.  Sean Covey is an American author and an expert in leadership training for organisations and individuals. Sean Convey is famous for writing motivational books for children and teens. *The 7 Habits of Highly Effective Teens* is based on the principles laid down in the ground-breaking and best-selling self-help book *The 7 Habits of Highly Effective People* written by his father, Stephen Covey.  I read this book when I was in Secondary 6. Serving as the Chairperson of the Student Union and Co-editor of the school magazine back then, I often felt stressed and lost, but the seven habits in the book really helped me to manage my time, relationships, studies and life in general more effectively. Since then, these seven habits have become the principles and mottos of my life. For those of you who haven’t read the book, let me share with you briefly what they are:  **Habit 1: Be Proactive**  Being proactive means more than taking initiative. It is about being the force of your life. Proactive people believe they are the change agents, rather than the passive victims of events – as the reactive people do. They choose to take action to achieve their goals, instead of reacting to the situations as they arise. They hold themselves responsible for their results and own up to their mistakes. As they don’t lay the blame on others, they have the power to fix the problems, change the outcomes and create a better future.  **Habit 2: Begin with the End in Mind**  We must set a clear goal in life before we can work towards it. A sports team never plays and practises without a purpose in mind, be it to win a game or to get an award. Similarly, individuals, families and organisations (such as a school) shape their future by creating a common vision. All members then commit themselves to achieving it. Defining your missions and goals in life helps you control your own destiny.  **Habit 3: Put First Things First**  Prioritise and do the most important things first. As parents always say to their kids, “Work before your play!”. Putting first things first simply means – “I do things that I HAVE to before I do things that I WANT to.” Of course, this also involves beating procrastination and managing attention. While spending time on the tasks that are most important, it is also necessary to stay focused to minimise distraction and off-task behaviours, so that you can get the important tasks done efficiently.  **Habit 4: Think Win-Win**  Thinking win-win is a frame of mind and attitude that seeks mutual benefits. It is opposite to thinking selfishly (i.e. win-lose) or submissively (i.e. lose-win). A win-win mentality is built upon mutual respect in the social relationships. To achieve this, one must think inter-dependently in terms of “we”, not “me”. Thinking win-win encourages conflict resolution and helps individuals seek mutually beneficial solutions in negotiations.  **Habit 5: Seek First to Understand, then to be Understood**  We have two ears and one mouth and we should therefore listen twice the time we speak. When we listen with the intent to understand others, rather than with the intent to speak, we begin true communication and relationship building. Seeking to understand takes kindness, while seeking to be understood takes courage. The art of effective communication lies in balancing the two.  **Habit 6: Synergise**  There is an African proverb: “If you want to go fast, go alone. If you want to go far, go together.” Synergy is energy that expands through cooperation. “Synegetic” families, teams and organisations thrive on individual strengths and come up with better ideas. They can work more effectively and achieve more because of the value of teamwork.  **Habit 7: Sharpen the Saw**  The final habit reminds us to constantly refresh and upgrade ourselves, so that we can create personal growth and positive changes in our life. We can renew ourselves physically through eating healthily and exercising; emotionally through socialising with people; mentally through reading and learning; and spiritually through spending time in self-reflection and meditation. In this way, we can enhance the greatest asset we have (i.e. ourselves) and stay energised to practise all the other six habits.  I hope I have not given away the content too much and you will still be motivated to read the book to find out the profound wisdom therein. Since I read the book 15 years ago, I have been working hard to put these seven rules into practice. I re-read different sections of the book from time to time, particularly in times of adversity and frustration, to remind myself these timeless principles. In every re-reading, I am enlightened and gain new insights. If you want to increase your capacity to manage yourself, interact with people and handle the challenges around you, this is a book for you.  To end my book talk today, I would like to quote from Ralph Waldo Emerson:  Sow a thought, and you reap an act;  Sow an act, and you reap a habit;  Sow a habit, and you reap a character;  Sow a character, and you reap a destiny.  Let’s sow the seeds of success by forming the right habits today! |
|  |  |

**END OF READING TEXT**

**Questions**

**Read the speech** **on *The 7 Habits of Highly Effective Teens* by Sean Covey and answer questions 1-20. Blacken the circle when appropriate.**

1. Why does the speaker think*The 7 Habits of Highly Effective Teens* is a suitable book to introduce in the book talk? (2 marks)

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1. The idiomatic expression “rack my brains” in Lines 3-4 means:

A. brainstorm

B. think randomly

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| --- | --- | --- | --- |
| A | B | C | D |
| ⭘ | ⭘ | ⭘ | ⭘ |

C. think very hard

D. ask for advice

1. (a) What is the relationship between *The 7 Habits of Highly Effective Teens* and *The 7 Habits of Highly Effective People*?

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(b) Could you suggest one possible difference between the two books?

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1. From the information given in Lines 1-17, decide if the following statements are True (T), False (F) or Not Given (NG). (4 marks)

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| --- | --- | --- |
| a) | The speaker is giving the speech in a school he attended before. |  |
| b) | Stephen Covey is the son of Sean Covey. |  |
| c) | *The 7 Habits of Highly Effective Teens* is a best-selling self-help book. |  |
| d) | The speaker was a student leader in his secondary school. |  |

1. Suggest a reason why the speaker felt “stressed and lost” (Line 13) in Secondary 6?

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1. What do “they” refer to in Line 17?

“They” refer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Based on the information in **Habit 1: Be Proactive**, identify three main differences between “proactive” and “reactive” people. (3 marks)
2. Proactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, while reactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Proactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, while reactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Proactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, while reactive people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. In **Habit 2: Begin with the End in Mind**,the word “end” in the title means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Why are the words “HAVE” and “WANT” (Lines 33-34) capitialised in **Habit 3: Put First Things First**?

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1. Complete the following note with suitable words from **Habit 3: Put First Things First**. Use one word for each blank. (3 marks)

|  |  |
| --- | --- |
| **To Practise Habit 3: Put First Thing First** | |
| ***You Need:***  **🗹** prioritisation  **🗹** focus  **🗹 \_\_\_\_\_\_\_\_\_\_** | ***You should avoid****:*  **🗷** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **🗷** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **🗷** off-task behaviours |

1. What are the benefits of “thinking win-win”?

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1. What does “the two” in Line 49 refer to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How does the African proverb help to bring out the message of **Habit 6: Synergise**?

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1. Complete the following summary based on information in **Habits 4, 5 & 6**. Fill in ONE word for each blank. The word may or may not appear in the reading text. (8 marks)

|  |
| --- |
| Sean Covey provides readers with some useful guidelines on how to get along with people in his book *The 7 Habits of Highly Effective Teens*. **Habit 4: Think Win-Win** is absolutely useful for (a)\_\_\_\_\_\_\_\_\_\_\_\_\_ conflicts. This mentality enables two parties to think inter-dependently and work out the best solution based on mutual (b) \_\_\_\_\_\_\_\_\_\_\_ and (c) \_\_\_\_\_\_\_\_\_\_. **Habit 5: Seek First to Understand, then to be Understood** is equally helpful. It is important to be an attentive (d) \_\_\_\_\_\_\_\_\_\_\_ rather than a dominant speaker if we want to (e) \_\_\_\_\_\_\_\_\_\_\_\_ with people effectively. **Habit 6: Synergise** reminds us the value of (f) \_\_\_\_\_\_\_\_\_\_\_\_, which is essential in the world today. To succeed in the 21st Century, working well (g) \_\_\_\_\_\_\_\_\_\_\_\_\_ is not enough as many tasks require collaborative work. With good synergy, an organisation is capable of going further and (h) \_\_\_\_\_\_\_\_\_\_\_\_\_ more. |

1. Explain the metaphor used in the title of **Habit 7: Sharpen the Saw.** What does it mean to“Sharpen the Saw”? (2 marks)

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1. In addition to the examples given by the speaker in **Habit 7: Sharpen the Saw**, could you suggest two other activities that help to renew oneself? (2 marks)

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1. Categorise the seven habits into two groups based on the given headings? (2 marks)

|  |  |
| --- | --- |
|  | Relevant Habits |
| On self-management | Habits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| On interpersonal relationship | Habits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Which of the seven habits do you think is the most useful? Justify your answers with two reasons. (2 marks)

I think Habit \_\_\_\_\_\_\_ is the most useful for the following reasons:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Find words from **Lines 55-68** that mean the same as the following. Use ONE word only for each item. (5 marks)

|  |  |
| --- | --- |
| **Meaning** | **Word in the text** |
| 1. valuable thing |  |
| 1. deep |  |
| 1. difficult and unfavourable situation |  |
| 1. everlasting |  |
| 1. ability / power |  |

1. Why does the speaker end with Ralph Waldo Emerson’s quote? How is the quote related to the content of the talk? (2 marks)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**END OF QUESTIONS**

**Suggested Answers to the Reading Task**

1. Why does the speaker think*The 7 Habits of Highly Effective Teens* is a suitable book to introduce in the book talk? (2 marks)

The speaker chooses to introduce *The 7 Habits of Highly Effective Teens* because this book changes his life and he thinks the book can speak and relate to the audience of the talk.

1. The idiomatic expression “rack my brains” in Lines 3-4 means:

A. brainstorm

B. think randomly

|  |  |  |  |
| --- | --- | --- | --- |
| A | B | C | D |
| ⭘ | ⭘ | ⚫ | ⭘ |

C. think very hard

D. ask for advice

1. (a) What is the relationship between *The 7 Habits of Highly Effective Teens* and *The 7 Habits of Highly Effective People*?

*The 7 Habits of Highly Effective Teens* is based on the principles laid down in *The 7 Habits of Highly Effective People*. The former is written by the son (i.e. Sean Covey) and the latter is written by the father (i.e. Stephen Covey).

(b) Could you suggest one possible difference between the two books?

The content of *The 7 Habits of Highly Effective Teens* may be more related to teenage life while the content of The 7 Habits of Highly Effective People may be more related to the adult world as the target readers are different. (Any reasonable answers are acceptable.)

1. From the information given in Lines 1-17, decide if the following statements are True (T), False (F) or Not Given (NG). (4 marks)

|  |  |  |
| --- | --- | --- |
| a) | The speaker is giving the speech in a school he attended before. | T |
| b) | Stephen Covey is the son of Sean Covey. | F |
| c) | *The 7 Habits of Highly Effective Teens* is a best-selling self-help book. | NG |
| d) | The speaker was a student leader in his secondary school. | T |

1. Suggest a reason why the speaker felt “stressed and lost” (Line 13) in Secondary 6?

He felt stressed and lost because he found it hard to manage time and cope with his studies and duties as the Chairperson of the Student Union and Co-editor of the school magazine. (Any reasonable answers are accepted.)

1. What do “they” refer to in Line 17?

“They” refer to the seven habits (in the book).

1. Based on the information in **Habit 1: Be Proactive**, identify three main differences between “proactive” and “reactive” people. (3 marks)
2. Proactive people believe they are the change agents, while reactive people see themselves as the passive victims of events.
3. Proactive people (choose to) take actions to achieve their goals, while reactive people react to the situations as they arise.
4. Proactive people hold themselves responsible for their results and own up to their mistakes, while reactive people lay the blame on others.
5. In **Habit 2: Begin with the End in Mind**,the word “end” in the title means goal / purpose / outcome.
6. Why are the words “HAVE” and “WANT” (Lines 33-34) capitialised in **Habit 3: Put First Things First**?

Capitalisation helps to emphasise the two words and highlight their difference. “HAVE” shows urgency and necessity, whereas “WANT” suggests a desire. Through the contrast, readers understand what we “HAVE” to do should be given higher priority.

1. Complete the following note with suitable words from **Habit 3: Put First Things First**. Use one word for each blank. (3 marks)

|  |  |
| --- | --- |
| **How to Practise Habit 3: Put First Thing First** | |
| ***You need:***  **🗹** prioritisation  **🗹** focus  **🗹** attention | ***You should avoid****:*  **🗷** procrastination  **🗷** distraction  **🗷** off-task behaviours |

1. What are the benefits of “thinking win-win”?

Thinking win-win encourages conflict resolution and helps individuals seek mutually beneficial solutions in negotiations.

1. What does “the two” in Line 49 refer to?

Seeking to understand and seeking to be understood

1. How does the African proverb help to bring out the message of **Habit 6: Synergise**?

The proverb illustrates the importance of teamwork and the benefits of cooperation. It tells us that going together (i.e. working in collaboration) enables us to travel further (i.e. to achieve more), which is the key message of **Habit 6: Synergise**.

1. Complete the following summary based on information in **Habits 4, 5 & 6**. Fill in ONE word for each blank. The word may or may not appear in the reading text. (8 marks)

|  |
| --- |
| Sean Covey provides readers with some useful guidelines on how to get along with people in his book *The 7 Habits of Highly Effective Teens*. **Habit 4: Think Win-Win** is absolutely useful for (a) resolving conflicts. This mentality enables two parties to think inter-dependently and work out the best solution based on mutual (b) respect and (c) benefits. **Habit 5: Seek First to Understand, then to be Understood** is equally helpful. It is important to be an attentive (d) listener rather than a dominant speaker if we want to (e) communicate with people effectively. **Habit 6: Synergise** reminds us the value of (f) teamwork, which is essential in the world today. To succeed in the 21st Century, working well (g) individually is not enough as many tasks require collaborative work. With good synergy, an organisation is capable of going further and (h) achieving more. |

1. Explain the metaphor used in the title of **Habit 7: Sharpen the Saw.** What does it mean to“Sharpen the Saw”? (2 marks)

To sharpen the saw means to constantly refresh, upgrade and renew oneself. In this metaphor, the self is compared to the saw because the saw is an asset and tool for work. Sharpening the saw means making the saw sharper, so that it does not become blunt over time and can cut more effectively. This is similar to our renewing and re-energising ourselves, so that our body and mind do not get tired and can be refreshed to work more effectively.

1. In addition to the examples given by the speaker in **Habit 7: Sharpen the Saw**, could you suggest two other activities that help to renew oneself? (2 marks)

Resting and sleeping well, travelling around to explore nature, joining an interest class

(Any reasonable answers are accepted)

1. Categorise the seven habits into two groups based on the given headings? (2 marks)

|  |  |
| --- | --- |
|  | Relevant Habits |
| On self-management | Habits: 1, 2, 3, 7 |
| On interpersonal relationship | Habits: 4, 5, 6 |

1. Which of the seven habits do you think is the most useful? Justify your answers with two reasons. (2 marks)

I think Habit 7 is the most useful for the following reasons:

1. We need to have a healthy body and mind, as well as a balanced life to practise all the other 6 habits.
2. It is important to nourish oneself physically, emotionally, mentally and spiritually as people in Hong Kong often live a busy life and forget to find time to take care of themselves.

(Other choices with valid reasons are acceptable)

1. Find words from **Lines 55-68** that mean the same as the following. Use ONE word only for each item. (5 marks)

|  |  |
| --- | --- |
| **Meaning** | **Word in the text** |
| 1. valuable thing | asset (Line 60) |
| 1. deep | profound (Line 63) |
| 1. difficult and unfavourable situation | adversity (Line 65) |
| 1. everlasting | timeless (Line 66) |
| 1. ability / power | capacity (Line 67) |

1. Why does the speaker end with Ralph Waldo Emerson’s quote? How is the quote related to the content of the talk? (2 marks)

The quote is chosen to illustrate the importance of good habits. Good habits have huge influence on one’s life and can change one’s character and destiny. The quote fits the content of the book introduced in the talk (i.e. *The 7 Habits of Effective Teens*) and is, therefore, used in to remind the audience to start small and develop good habits from today.

**END OF SUGGESTED ANSWERS**

**Annotated Text**

An alumnus of your school has returned to give a talk on a book that changes his life in the Reading Week. Below is his speech on *The 7 Habits of Highly Effective Teens* by Sean Covey:

|  |  |  |
| --- | --- | --- |
| 5  10  15  20  25  30  35  40  45  50  55  60  65  70 | Principal, teachers and school brothers and sisters,  It is indeed my pleasure and honour to be invited by my alma mater to share with my fellow school brothers and sisters a book that influences me most. I have racked my brains to come up with a book that not only changes my life, but also speaks and relates to most of you here. After serious thoughts, I decide to introduce this title – *The 7 Habits of Highly Effective Teens* by Sean Covey.  Sean Covey is an American author and an expert in leadership training for organisations and individuals. Sean Convey is famous for writing motivational books for children and teens. *The 7 Habits of Highly Effective Teens* is based on the principles laid down in the ground-breaking and best-selling self-help book *The 7 Habits of Highly Effective People* written by his father, Stephen Covey.  I read this book when I was in Secondary 6. Serving as the Chairperson of the Student Union and Co-editor of the school magazine back then, I often felt stressed and lost, but the seven habits in the book really helped me to manage my time, relationships, studies and life in general more effectively. Since then, these seven habits have become the principles and mottos of my life. For those of you who haven’t read the book, let me share with you briefly what they are:  **Habit 1: Be Proactive**  Being proactive means more than taking initiative. It is about being the force of your life. Proactive people believe they are the change agents, rather than the passive victims of events – as the reactive people do. They choose to take action to achieve their goals, instead of reacting to the situations as they arise. They hold themselves responsible for their results and own up to their mistakes. As they don’t lay the blame on others, they have the power to fix the problems, change the outcomes and create a better future.  **Habit 2: Begin with the End in Mind**  We must set a clear goal in life before we can work towards it. A sports team never plays and practises without a purpose in mind, be it to win a game or to get an award. Similarly, individuals, families and organisations (such as a school) shape their future by creating a common vision. All members then commit themselves to achieving it. Defining your missions and goals in life helps you control your own destiny.  **Habit 3: Put First Things First**  Prioritise and do the most important things first. As parents always say to their kids, “Work before your play!”. Putting first things first simply means – “I do things that I HAVE to before I do things that I WANT to.” Of course, this also involves beating procrastination and managing attention. While spending time on the tasks that are most important, it is also necessary to stay focused to minimise distraction and off-task behaviours, so that you can get the important tasks done efficiently.  **Habit 4: Think Win-Win**  Thinking win-win is a frame of mind and attitude that seeks mutual benefits. It is opposite to thinking selfishly (i.e. win-lose) or submissively (i.e. lose-win). A win-win mentality is built upon mutual respect in the social relationships. To achieve this, one must think inter-dependently in terms of “we”, not “me”. Thinking win-win encourages conflict resolution and helps individuals seek mutually beneficial solutions in negotiations.  **Habit 5: Seek First to Understand, then to be Understood**  We have two ears and one mouth and we should therefore listen twice the time we speak. When we listen with the intent to understand others, rather than with the intent to speak, we begin true communication and relationship building. Seeking to understand takes kindness, while seeking to be understood takes courage. The art of effective communication lies in balancing the two.  **Habit 6: Synergise**  There is an African proverb: “If you want to go fast, go alone. If you want to go far, go together.” Synergy is energy that expands through cooperation. “Synegetic” families, teams and organisations thrive on individual strengths and come up with better ideas. They can work more effectively and achieve more because of the value of teamwork.  **Habit 7: Sharpen the Saw**  The final habit reminds us to constantly refresh and upgrade ourselves, so that we can create personal growth and positive changes in our life. We can renew ourselves physically through eating healthily and exercising; emotionally through socialising with people; mentally through reading and learning; and spiritually through spending time in self-reflection and meditation. In this way, we can enhance the greatest asset we have (i.e. ourselves) and stay energised to practise all the other six habits.  I hope I have not given away the content too much and you will still be motivated to read the book to find out the profound wisdom therein. Since I read the book 15 years ago, I have been working hard to put these seven rules into practice. I re-read different sections of the book from time to time, particularly in times of adversity and frustration, to remind myself these timeless principles. In every re-reading, I am enlightened and gain new insights. If you want to increase your capacity to manage yourself, interact with people and handle the challenges around you, this is a book for you.  To end my book talk today, I would like to quote from Ralph Waldo Emerson:  Sow a thought, and you reap an act;  Sow an act, and you reap a habit;  Sow a habit, and you reap a character;  Sow a character, and you reap a destiny.  Let’s sow the seeds of success by forming the right habits today! | Q4a  Q1  Q2  Q3a  Q4b  Q4d  Q5  Q6  Q7  Q8  Q9  Q10  Q10  Q10  Q14b&c  Q14b&c  Q11  Q14a  Q14d  Q14e  Q12  Q13  Q14g  Q14h, Q14f  Q15  Q16  Q19a  Q19b  Q19c  Q19d  Q19e  Q20 |

**END OF ANNOTATED TEXT**