



THE UNIVERSITY OF THE SOUTH PACIFIC  
SCHOOL OF DISTANCE EDUCATION  
SUVA, FIJI

**ASSIGNMENT**

DATE: \_\_\_\_\_  
PAGE: \_\_\_\_\_

1. The following text is an extract from a report. Read it carefully and answer the questions that follow.

The report discusses the impact of the pandemic on the education system. It highlights the challenges faced by students and the role of technology in mitigating these challenges. The report also discusses the importance of mental health support for students during this period.

2. Write a short paragraph summarizing the main points of the report.

1. The first step in the process of identifying a problem is to define the problem clearly and concisely.

2. The second step is to gather information about the problem, including its causes and effects.

3. The third step is to analyze the information gathered and identify the root cause of the problem.

4. The fourth step is to develop a plan of action to address the problem, including identifying resources and setting a timeline.

5. The fifth step is to implement the plan of action and monitor progress, making adjustments as needed.

6. The sixth step is to evaluate the results of the plan and determine if the problem has been resolved.

7. The seventh step is to document the process and results, and share the information with others who may be affected by the problem.



# 2024-2025 Eğitim Yılı

Okul Değerleri

2024-2025

## QUESTION

1. Which of the following is not a characteristic of a good leader? (1 mark)

A. They are confident and assertive  
B. They are able to communicate effectively  
C. They are able to listen to others  
D. They are able to make decisions quickly

2. Which of the following is not a characteristic of a good leader? (1 mark)

A. They are confident and assertive  
B. They are able to communicate effectively  
C. They are able to listen to others  
D. They are able to make decisions quickly

3. Which of the following is not a characteristic of a good leader? (1 mark)

A. They are confident and assertive  
B. They are able to communicate effectively  
C. They are able to listen to others  
D. They are able to make decisions quickly

ANSWERS

1. D. They are able to make decisions quickly. (1 mark)

2. D. They are able to make decisions quickly. (1 mark)

3. D. They are able to make decisions quickly. (1 mark)

4. D. They are able to make decisions quickly. (1 mark)

5. D. They are able to make decisions quickly. (1 mark)



1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. It is important to gather as much information as possible about the problem and to consider all possible causes.

2. Once the problem has been defined, the next step is to generate possible solutions. This involves brainstorming and considering all possible options. It is important to think creatively and to consider all possible options, even those that may seem unlikely or unconventional.

3. The third step is to evaluate the possible solutions. This involves comparing the solutions and determining which one is the most effective and feasible. It is important to consider the costs and benefits of each solution and to weigh the pros and cons of each option.

4. The fourth step is to implement the chosen solution. This involves putting the solution into action and monitoring its progress. It is important to stay flexible and to be prepared to make adjustments if necessary.

5. The final step is to evaluate the results of the solution. This involves assessing the effectiveness of the solution and determining whether the problem has been resolved. It is important to gather feedback and to consider the long-term implications of the solution.

6. In addition to these steps, it is important to consider the following factors when solving a problem:

- **Communication:** It is important to communicate clearly and to listen to others. This involves sharing information and ideas and to be open to feedback.
- **Teamwork:** It is important to work together and to support each other. This involves sharing responsibilities and to be flexible and adaptable.
- **Time Management:** It is important to manage time effectively and to prioritize tasks. This involves setting deadlines and to be organized and efficient.

7. Finally, it is important to remember that solving a problem is a process and that it may take time and effort. It is important to stay motivated and to be persistent. If you are stuck, it is okay to ask for help and to seek advice from others.

8. In conclusion, solving a problem involves a series of steps and factors. It is important to define the problem clearly, generate possible solutions, evaluate the solutions, implement the chosen solution, and evaluate the results. It is also important to consider communication, teamwork, and time management. Finally, it is important to stay motivated and to be persistent.

9. The following table provides a summary of the steps and factors involved in solving a problem:

10. This document is intended to provide a general overview of the process of solving a problem. It is not intended to be a substitute for professional advice or assistance.

Step	Description	Key Considerations
1. Define the problem	Identify the symptoms and underlying causes of the problem.	Gather information, consider all possible causes.
2. Generate possible solutions	Brainstorm and consider all possible options.	Think creatively, consider all possible options.
3. Evaluate the solutions	Compare the solutions and determine which one is the most effective and feasible.	Consider costs and benefits, weigh pros and cons.
4. Implement the chosen solution	Put the solution into action and monitor its progress.	Stay flexible, be prepared to make adjustments.
5. Evaluate the results	Assess the effectiveness of the solution and determine whether the problem has been resolved.	Gather feedback, consider long-term implications.

Year	Number of cases	Percentage of total cases
2010	10	10.0%
2011	15	15.0%
2012	20	20.0%
2013	25	25.0%
2014	30	30.0%
2015	35	35.0%
2016	40	40.0%
2017	45	45.0%
2018	50	50.0%
2019	55	55.0%
2020	60	60.0%
2021	65	65.0%
2022	70	70.0%
2023	75	75.0%
2024	80	80.0%
2025	85	85.0%
2026	90	90.0%
2027	95	95.0%
2028	100	100.0%
2029	105	105.0%
2030	110	110.0%

The following text is extremely blurry and illegible. It appears to be a list of items or a detailed report, but the content cannot be discerned due to the low resolution of the image. The text is organized into several paragraphs and possibly a list, but the specific details are lost.

## 2. Administrative Management

Administrative Management - Study of the activities of the administrative management of an organization.

Administrative Management - Study of the activities of the administrative management of an organization.

Administrative Management - Study of the activities of the administrative management of an organization. [Administrative Management](#)





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Notes:

1. The above is a summary of the account and does not represent the actual account. It is for illustrative purposes only.

2. The above is a summary of the account and does not represent the actual account. It is for illustrative purposes only.

