

THE LISTENING EDGE

**TVET FOUNDATION
PROGRAM
EDITION**

**Haniza Norlin Md. Yusof
Nur Diyana Mohd Raya
Zulaikha Zulkflee**

THE LISTENING EDGE

**TVET FOUNDATION
PROGRAM
EDITION**

**Haniza Norlin Md. Yusof
Nur Diyana Mohd Raya
Zulaikha Zulkflee**

e ISBN 978-967-2421-95-5



9 789672 421955

Sebuah terbitan



E ISBN 978-967-2421-95-5

THE LISTENING EDGE: TVET FOUNDATION PROGRAM EDITION

**JABATAN PENGAJIAN AM
POLITEKNIK UNGKU OMAR**

Jalan Raja Musa Mahadi
31400 Ipoh, Perak.

No. Telefon : 605-5457656/ 7652

No. faksimili : 605-5471162

E-mail :

hanizanor@puo.edu.my

Laman sesawang: www.puo.edu.my

Terbitan Pertama: 2023

Penerbitan © Polteknik Ungku Omar

Teks © Penulis

Hak Cipta Terpelihara. Tidak dibenarkan mengeluarkan mana-mana bahagian daripada penerbitan ini untuk diterbitkan semula dalam apa jua bentuk dan cara apa jua sama ada secara elektronik, fotokopi, rakaman, mekanik dan lainnya sebelum mendapat keizinan bertulis daripada penulis . Penulis juga tidak menjamin bahawa kandungannya sesuai untuk semua pembaca tetapi semua kandungan ini adalah melalui pengalaman, kefahaman dan kepakaran penulis sendiri.

Diterbitkan oleh:

POLITEKNIK UNGKU OMAR

KEMENTERIAN PENDIDIKAN TINGGI

DISCLAIMER AND COPYRIGHT

Terbitan Pertama:

©Ebook ini adalah karya asli Haniza Norlin Binti Md. Yusof, Nur Diyana Binti Mohd Raya dan Zulaikha Zulkflee.

Hak Cipta Terpelihara. Tidak dibenarkan mengeluarkan mana-mana bahagian daripada penerbitan ini untuk diterbitkan semula dalam apa jua bentuk dan cara apa jua sama ada secara elektronik, fotokopi, rakaman, mekanik dan lainnya sebelum mendapat keizinan bertulis daripada penulis . Penulis juga tidak menjamin bahawa kandungannya sesuai untuk semua pembaca tetapi semua kandungan ini adalah melalui pengalaman, kefahaman dan kepakaran penulis sendiri.

Diterbitkan oleh
Nama :POLITEKNIK UNGKU OMAR
Lokasi anda : Jalan Raja Musa Mahadi, 31400
Ipoh, Perak.
Email: hanizanor@puo.edu.my
Website: www.puo.edu.my

FOREWORD

The foundation of listening skills in English is critical for successful comprehension. Key elements include attentiveness to the speaker's words and non-verbal cues, a strong vocabulary to recognize diverse expressions, and familiarity with English grammar for deciphering sentence structure. Grasping the context provides valuable insights into the intended message, while distinguishing main ideas from supporting details enhances overall understanding. Active listening, note-taking, and paraphrasing all reinforce comprehension. Developing these skills requires regular practice, patience, and exposure to various listening contexts. Learners can become proficient English listeners, improving their ability to comprehend and engage effectively with others in the language by mastering these core elements,

WRITERS BIOGRAPHY



Haniza Norlin Md. Yusof has been teaching English since 1995. A highly enthusiastic senior lecturer and is passionate in educational technology, blended online learning and curriculum design.



Nur Diyana binti Mohd Raya has been teaching English since 2007. A dedicated lecturer with vast experience in technology-enabled classroom. Always integrate technology into her language teaching and make the lesson dynamic and engaging.



Zulaikha Zulkflee is an English language lecturer with 13 years of experience. Her passion lies in exploring innovative teaching and learning methodologies, as well e-learning. She inspires students of all ages to master the English language, fostering effective communication skills.

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious, the Most Merciful.

We are humbled and deeply grateful to Allah for His unwavering guidance and blessings that have made the creation of this e-book possible. His divine wisdom and grace have been the guiding light throughout this journey.

We extend our heartfelt appreciation to our beloved families for their constant love, encouragement, and understanding. Their unwavering support has been a source of strength and motivation in every step we have taken.

To our esteemed colleagues and friends, especially to our proofreader, Ms. Bong Rose Lin, we offer our sincerest gratitude for their invaluable insights, constructive feedback, and unwavering belief in this project. Your collaboration and encouragement have truly enriched this work.

TABLE OF CONTENTS

2	Disclaimer and Copyright
3	Foreword
4	Writers Biography
5	Acknowledgement
6	Table of Contents
7	Introduction
11	Generation Z's Personal Interests
16	AI and Automation in the Workforce
23	Data Safety Matters
29	Eco-Friendly Initiatives
34	Pros and Cons of Internet of Things (IoT)
39	Conclusion
41	References
42	Tapescript and Answers

INTRODUCTION

Listening skills in Technical and Vocational Education and Training (TVET) play a vital role in enhancing comprehension, communication, problem-solving abilities, safety awareness, and multicultural understanding, ultimately fostering excellence in vocational learning. Listening skills in English form the cornerstone of effective communication for several compelling reasons:

- **Understanding Messages:** Effective listening allows individuals to comprehend the intended messages accurately. It ensures that the information conveyed is received and interpreted correctly.
- **Building Relationships:** Active listening fosters rapport and trust in conversations. People feel valued and respected when they know their words are being heard and understood.
- **Resolving Misunderstandings:** Miscommunications often arise due to poor listening. By honing listening skills, individuals can clarify doubts, resolve conflicts, and avoid unnecessary misunderstandings.
- **Adapting Responses:** Listening attentively enables individuals to adapt their responses appropriately. They can tailor their replies based on what has been said, making interactions more effective and meaningful.
- **Learning Opportunities:** Listening to others exposes individuals to new ideas, perspectives, and knowledge. It broadens their understanding and facilitates continuous learning.
- **Empathy and Connection:** Listening with empathy allows individuals to connect emotionally with others. Empathetic listening encourages open sharing and support in conversations.

The foundation of listening skills in English involves several key elements that contribute to effective comprehension and understanding. Here are the aspects of foundational aspects of listening skills:

- **Listening for Main Ideas:** Identify the main points or ideas that the speaker is conveying. Focus on the key messages to grasp the overall meaning.
- **Listening for Details:** Pay attention to supporting details and examples that enhance the main ideas. This helps to get a more comprehensive understanding of the topic.
- **Note-taking:** If applicable, take notes while listening. This can help to remember important information and reinforce understanding.
- **Paraphrasing:** Practice paraphrasing what the speaker says in other words to ensure that the content is correctly understood.
- **Listening for Tone and Emotion:** Be attentive to the speaker's tone of voice and emotional cues. This can provide additional context and insight into their message.
- **Context:** Consider the context in which the communication takes place. The situation, topic, and participants can provide valuable clues to aid comprehension.
- **Vocabulary:** Enhance your vocabulary to recognize and understand a broader range of words and expressions used in different contexts.

Language learning is a dynamic and enriching journey, where effective listening plays a pivotal role in mastering a new tongue. We understand that while reading and speaking are crucial skills, it is through attentive and mindful listening that we truly immerse ourselves in the essence of a language.

Thus, this e-book is dedicated to revolutionize the learners' listening skills through structured listening podcasts, language items, grammar items, note-taking skills, and active listening techniques, all tailored to enhance their ability to comprehend and engage with audio content effectively.

- **Mastering Structural Patterns**

Understanding the underlying structure of spoken language is fundamental to becoming an adept listener. This e-book will dissect various structural patterns commonly found in spoken discourse, equipping the learners with the tools to decipher the organization of information.

- **Embracing Language Items**

Language items, such as idiomatic expressions, phrasal verbs, and collocations, add depth and nuance to spoken communication. Throughout this section, the learners will explore these linguistic gems, helping them recognize and interpret them within audio contexts.

- **Unraveling Grammar Items**

Grammar forms the backbone of language, and understanding its usage in speech is crucial to becoming a proficient listener. This section will unravel the complexities of grammar items in spoken discourse, empowering the learners to identify and interpret grammatical structures with ease.

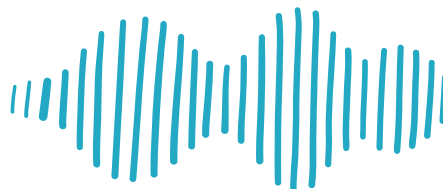
- **Mastering Note-Taking Skills**

Note-taking is an indispensable skill that enhances the ability to retain information from audio sources. In this section, the learners will be guided through effective note-taking strategies, enabling them to capture key points, main ideas, and supporting details while listening. These invaluable skills will prove invaluable in academic, professional, and personal settings.

- **Activating Active Listening Skills**

Active listening skills are essential techniques in language learning that involve being fully engaged and attentive during the listening process. These techniques enable learners to comprehend spoken language more effectively and improve their overall language proficiency.

Throughout this e-book, the learners will find practical exercises, real-life examples, and interactive activities to reinforce their learning. Consistent practice and engagement with authentic audio content will undoubtedly lead to significant improvements in overall language proficiency. So, let's embrace the art of active listening and embark on an exciting journey of language learning.





Generation Z's Personal Interests

PRE-LISTENING ACTIVITY

BRAINSTORM:

Answer these questions.

1. How would you define Generation Z?
2. What are the years that encompass this generation?
3. What are some of the notable characteristics?
4. What interests or hobbies are commonly associated with Generation Z?
5. How has technology and social media influenced the way Generation Z communicates and interacts with others?
6. Is Generation Z often referred to as "digital natives" due to their proficiency with technology from a young age?

VOCABULARY:

Check the meaning of these terms. Match each term with its definition or description (a - i).

*vlogging, influencer marketing, content curation,
woke culture, cancel culture, standing in solidarity,
self-care routine, mindful living, digital detox.*

- a. To reduce screen time, alleviate digital fatigue, and focus on real-life interactions and self-reflection.
- b. A routine that involves a set of intentional activities and practices individuals engage in to prioritize their physical, emotional, and mental well-being.
- c. The practice of creating and sharing video content online, typically through platforms like YouTube or social media.
- d. A marketing strategy where brands collaborate with individuals, known as influencers, who have a significant and engaged online following.
- e. A state of being present and fully engaged in the current moment, cultivating awareness and appreciation for daily experiences, thoughts, and emotions.
- f. An act of support and unity with individuals or groups facing social injustices or challenges.
- g. A social awareness and consciousness about social issues, especially those related to social justice, equality, and marginalized communities.
- h. A phenomenon where individuals or public figures are socially boycotted or ostracized, often on social media, due to controversial or objectionable behavior, statements, or actions.
- i. The process of gathering, organizing, and presenting relevant and valuable content from various sources on a specific topic.

WHILE LISTENING ACTIVITY



Listen carefully to the podcast "***Exploring the personal interests of Gen Z***" and fill in the blank spaces of the provided outline. Pay attention to the main points and details in each section.

NOTE TAKING:

I. Introduction

- a. Definition of Generation Z
- b. Exploring three personal interests.

II. Love for Creating and Consuming Digital Content

- a. _____
- b. _____
- c. _____

III. Passionate Advocacy for Social Issues

- a. _____
- b. _____
- c. _____

IV. Emphasis on Well-being and Self-Care

- a. _____
- b. _____
- c. _____

V. Conclusion

- a. Recap of the personal interests of Generation Z.
- b. Acknowledgment of their influence in shaping the world.

GRAMMAR FOCUS:

The grammar focus in the podcast includes:

• Present Perfect Tense

The script uses the present perfect tense to discuss past actions with a connection to the present. The basic structures of the present perfect tense are as follows:

- Positive statement: Subject + have/has + past participle
- Negative statement: Subject + have/has + not + past participle
- Question: Have/Has + subject + past participle

For example,

- "Generation Z **has found** innovative ways to express themselves online"

- "Many Gen Z content creators **have amassed** large followings."

• Modal Verbs

Modal verbs like "can," "will," and "should" are used to express ability, possibility, and necessity. The general structure of using modal verbs is as follows:

Subject + Modal Verb + Base Form of Main Verb + Rest of the Sentence

For instance,

"Gen Zers **can** master platforms" or "They **should** seek ways to disconnect from technology."

• The use of -ing verb after a preposition

Using an "-ing" verb after a preposition is a common grammatical structure in English. When an "-ing" verb follows a preposition, it forms a gerund phrase. Gerunds are verbs that function as nouns in a sentence, and they end in "-ing."

For instance,

"Thank you **for tuning in** to our podcast."

"They are turning their hobbies into careers and monetizing their work **by collaborating** with brands."

POST LISTENING ACTIVITY

COMPREHENSION:

Refer to the outlines and answer the questions. Listen to the podcast again if needed.



1. How does Generation Z express themselves online?
 - a) Through social media posts only
 - b) By creating and consuming digital content
 - c) By participating in online debates
2. Which platforms do Gen Zers effortlessly master to showcase their creativity and connect with like-minded individuals?
 - a) Facebook and Twitter
 - b) YouTube, TikTok, and Instagram
 - c) LinkedIn and Pinterest
3. How do most Gen Z content creators turn their hobbies into careers?
 - a) By attending college for creative arts
 - b) Through collaborations with celebrities
 - c) By monetizing their work and collaborating with brands
4. What activities do Gen Zers engage in to unwind and disconnect from technology?
 - a) Reading books and attending concerts
 - b) Hiking, pursuing creative hobbies, and reading books
 - c) Watching movies and playing video games
5. How do many Gen Z content creators monetize their work?
 - a) By selling physical products in stores
 - b) Through donations from their audience
 - c) By collaborating with brands and creating sponsored content
6. What do mindfulness practices like meditation and yoga help Gen Z cope with?
 - a) Stress and anxiety in their hectic lives
 - b) Fear of using digital technology
 - c) Social isolation and loneliness

AI and Automation in the Workforce



PRE-LISTENING ACTIVITY

BRAINSTORM:

Answer these questions.

1. How is AI currently being utilized in the workplace to enhance productivity and efficiency?
2. What are some successful examples of companies that have integrated AI and automation into their operations?
3. As a college student, imagine a world where AI-powered virtual tutors are available for every subject. What potential advantages and disadvantages do you foresee?
4. In what ways do you believe AI-powered virtual tutors could complement or supplement traditional teaching methods, and what aspects of learning do you think would still require human interaction and guidance?

VOCABULARY:

Check the meaning of these terms. Match each term with its definition or description (a - i).

job displacement, Artificial Intelligence (AI), machine learning, workforce transition, automation, task streamlining, robotics, emerging roles, up-skilling

- a. The simulation of human intelligence in machines that can perform tasks typically requiring human intelligence, such as visual perception, speech recognition, decision-making, and language translation.
- b. The use of technology, such as robotics and computer systems, to perform tasks and processes with minimal human intervention.
- c. The branch of technology that deals with the design, construction, operation, and application of robots.
- d. The situation where certain job roles become obsolete due to the adoption of automation or AI, leading to workers losing their jobs.
- e. The process of optimizing and simplifying tasks through automation, reducing the need for manual intervention.
- f. A subset of AI that enables systems to automatically learn and improve from experience without being explicitly programmed.
- g. The process of learning new skills or enhancing existing ones to adapt to changes in technology or job requirements.
- h. Job positions that are relatively new and arise as a result of technological advancements like AI and automation.
- i. The process of helping employees adapt to changes brought about by automation or AI, including reskilling or transitioning to new roles.

LANGUAGE FOCUS:

Differentiating facts and opinions is essential to understand and analyze information critically. Here is how you can distinguish between the two:

Facts:

- **Objective:** Facts are objective statements that can be proven to be true or false based on evidence and data.
- **Verifiable:** Facts can be verified through reliable sources, research, or observation.
- **Universal:** Facts remain the same regardless of personal beliefs or opinions.

Examples: Dates, statistics, historical events, scientific measurements, and direct observations are typically presented as facts.

Opinions:

- **Subjective:** Opinions are subjective expressions of personal beliefs, feelings, or judgments about a particular topic.
- **Not Verifiable:** Opinions cannot be proven right or wrong as they are based on individual perspectives and preferences.
- **Varied:** Different people can have different opinions on the same subject.

Examples: Statements that express preferences, evaluations, feelings, or interpretations are usually opinions.

WHILE LISTENING ACTIVITY



Listen carefully to the podcast "AI and Automation in the workforce" and complete the graphic organizer below. Pay attention to the facts and opinions spoken in the podcast.

NOTE TAKING:

FACT	OPINION

GRAMMAR FOCUS:

Tenses are grammatical forms that indicate the time of an action or event. In the podcast, there are various tenses used to describe events in the past, present, and future. Let's explore them further with examples:

- **Present tense**

"Welcome to our insightful podcast, where we delve into the ever-evolving world of technology."

Example: "we delve" - This is the present tense form of the verb "to delve," indicating that the action is happening at the present time.

"AI, the cutting-edge technology that simulates human intelligence, is revolutionizing industries and reshaping the workforce."

Example: "is revolutionizing" - This is the present continuous tense, indicating that the revolutionizing of industries is an ongoing action in the present.

- **Past tense**

"The rise of automation has been driven by advancements in technology, enabling machines to mimic human actions and decision-making."

Example: "has been driven" - This is the present perfect tense, describing a past action (the rise of automation) with a connection to the present.

"According to a study by the McKinsey Global Institute, around 30% of tasks in 60% of occupations could be automated..."

Example: "could be automated" - This is the past tense form of "can be automated," expressing a possibility in the past.

- **Future tense**

"By 2025, automation WOULD displace around 85 million jobs globally..."

Example: "Would displace" - This is the past tense form of "will displace," indicating a future possibility in the past context.

"The World Economic Forum estimated that automation would create around 97 million new jobs by 2025..."

Example: "would create" - Similar to the previous example, this is the past tense form of "will create," expressing a future possibility in the past.

- **Present continuous tense**

"Many experts believe that AI's integration is enhancing overall productivity, freeing up human resources to focus on more creative and strategic tasks."

Example: "is enhancing" - This is the present continuous tense, indicating an ongoing action that is happening at the present moment.

- **Simple past tense**

"The rise of automation... enabled machines to mimic human actions and decision-making."

Example: "enabled" - This is the simple past tense, indicating a completed action in the past.



POST-LISTENING ACTIVITY

**COMPREHENSION:**

Refer to the table and answer the questions.
Listen to the podcast again if needed.

1. What is the primary topic of this podcast episode?
 - a) The rise of automation in the job market
 - b) The impact of AI on the economy
 - c) The integration of AI in the manufacturing sector
2. According to the McKinsey Global Institute study, what percentage of tasks in 60% of occupations could be automated?
 - a) 10%
 - b) 30%
 - c) 50%
3. What term is used to describe the phenomenon where certain job roles become obsolete due to automation?
 - a) Job Displacement
 - b) Creative Task Focus
 - c) Automation Shift
4. How many jobs is expected to be displaced approximately by 2025, according to the World Economic Forum?
 - a) 50 million jobs
 - b) 85 million jobs
 - c) 100 million jobs
5. How does automation contribute to creating new job roles?
 - a) By replacing existing jobs with more efficient AI-driven tasks.
 - b) By automating tasks that were previously done manually.
 - c) By paving the way for emerging roles like AI trainers and data scientists.
6. What is the main message from this podcast episode regarding AI's impact on the job market?
 - a) AI and automation will entirely replace the human workforce.
 - b) AI's integration will lead to challenges and job displacement.
 - c) AI and automation offer both challenges and opportunities for positive change.



Data Security Matters

PRE-LISTENING ACTIVITY

BRAINSTORM:

Answer these questions.

1. What is a data breach on social media?
2. How can users protect their personal information on social media platforms?
3. What are some common signs that indicate a social media account may have been compromised?
4. Why are data breaches on social media a significant concern for users?
5. What should users do if they suspect their social media account has been compromised in a data breach?
6. Have you ever reviewed and adjusted your privacy settings on your social media accounts to ensure maximum security and privacy? If yes, what specific actions did you take?

VOCABULARY:

Check the meaning of these terms. Match each term with its definition or description (a - i).

*cyber criminals, encryption, payment gateway,
identity theft, security audit, cloud service provider,
cyber security, hackers, security protocols*

- a. Individuals who engage in illegal activities on the internet, including hacking, data breaches, and identity theft.
- b. The process of converting data into a code to prevent unauthorized access, ensuring that only authorized parties can decrypt and access the information.
- c. A secure service that facilitates online transactions and protects payment information during the process.
- d. The fraudulent acquisition and use of someone's personal information, such as social security numbers or credit card details, for financial gain.
- e. An assessment conducted to evaluate the effectiveness of an organization's security measures and identify potential vulnerabilities.
- f. A company that offers cloud computing services, including storage and data management accessible over the internet.
- g. The practice of protecting computer systems, networks, and data from security breaches and cyberattacks.
- h. Individuals who use their computer programming skills and knowledge of computer systems to gain unauthorized access to digital devices, networks, or online platforms.
- i. A set of rules and procedures established to safeguard information and prevent unauthorized access, tampering, or misuse of data and resources within a digital system.

WHILE LISTENING ACTIVITY



Listen carefully to the podcast **"Data Security Matters"** and complete the graphic organizer below. Pay attention to the problems, effects and solutions mentioned in the podcast.

NOTE TAKING:

PROBLEM	EFFECT	SOLUTION
Social media platform data breach	Unauthorized access to user accounts	1.Change passwords immediately 2.Enable two-factor authentication (2FA)
E-commerce website payment system breach		

GRAMMAR FOCUS:

Passive voice focuses on the action being performed rather than the agent or the person/thing performing the action. Advantages of using passive voice include emphasizing the action, being more objective, and avoiding the need to identify the doer explicitly.

The structure of passive voice sentences typically involves the verb *"to be"* followed by the *past participle* form of the main verb.

For example: "is done," "was compromised," "are left," "will be notified."

Example from the podcast:

Active Voice: *"Hackers gained unauthorized access to millions of user accounts."*

Passive Voice: *"Millions of user accounts were gained unauthorized access to by hackers."*

In this example, the active voice emphasizes the hackers as the doers of the action. However, in the passive voice, the focus shifts to the millions of user accounts as the recipients of the unauthorized access.

Example from the podcast:

Active Voice: *"The company acted swiftly to notify affected users."*

Passive Voice: *"Affected users were swiftly notified by the company."*

In this instance, the active voice highlights the company's action. In the passive voice, the emphasis is on the affected users and the action of being notified.

POST LISTENING ACTIVITY

**COMPREHENSION:**

Refer to the table and answer the questions.
Listen to the podcast again if needed.

1. What is a data breach?
 - a) A security audit process
 - b) A simulated cyberattack
 - c) The unauthorized access, release, or exposure of sensitive data
 - d) A type of encryption method
2. How can individuals protect their social media accounts after a data breach?
 - a) Enable two-factor authentication (2FA) and regularly change passwords
 - b) Delete the account and create a new one
 - c) Share account details with friends for extra protection
 - d) Ignore the breach and hope it doesn't happen again
3. What can businesses do to safeguard against payment system breaches?
 - a) Use outdated encryption methods
 - b) Conduct regular security audits
 - c) Store credit card details in plain text
 - d) Allow employees to access payment systems without restriction
4. What is the purpose of two-factor authentication (2FA)?
 - a) To encrypt data before uploading it to the cloud
 - b) To require users to change their passwords regularly
 - c) To add an extra layer of security by requiring a second authentication factor
 - d) To allow cybercriminals easier access to user accounts

5. How can healthcare providers protect patient data from breaches?
 - a) Share patient records with other healthcare providers
 - b) Train staff on handling sensitive information
 - c) Make patient records publicly accessible
 - d) Avoid using data encryption
6. What is the purpose of data encryption?
 - a) To make data easier to access and share
 - b) To protect data from unauthorized access by converting it into a code
 - c) To increase the risk of data breaches
 - d) To slow down computer systems
7. What type of cyberattack involves deceptive emails or websites to trick individuals?
 - a) Malware attack
 - b) Ransomware attack
 - c) Phishing attack
 - d) Firewall attack
8. What should individuals do to mitigate the risk of identity theft after a data breach?
 - a) Monitor credit reports and stay vigilant against suspicious activities
 - b) Share personal information freely on social media
 - c) Ignore potential data breach notifications
 - d) Disable two-factor authentication (2FA) to simplify logins
9. How can businesses protect their data stored in the cloud?
 - a) Encrypt data before uploading it to the cloud
 - b) Share login credentials with multiple employees
 - c) Rely solely on the cloud service provider's security measures
 - d) Store sensitive data in public folders
10. What is the purpose of conducting routine security audits for government entities?
 - a) To ensure citizens' data is shared publicly
 - b) To identify potential vulnerabilities and weaknesses
 - c) To increase the likelihood of data breaches
 - d) To encourage unauthorized access to government systems

Eco-Friendly Initiatives



PRE-LISTENING ACTIVITY

BRAINSTORM:

Answer these questions.

1. How can we encourage friends to actively participate in eco-friendly initiatives and adopt sustainable practices in their daily work routines?
2. What are some effective ways to measure the impact of our eco-friendly initiatives and track progress towards reducing the organization's environmental footprint?
3. How can we integrate eco-friendly practices into our institution culture?
4. What are some innovative and creative eco-friendly initiatives that other institutions have successfully implemented?

VOCABULARY:

Check the meaning of these terms. Match each term with its definition or description (a - j).

*conserve, opt for, disposable,
paperless, segregate, recyclable, single-use items
utilize, waste reduction, greener*

- a. A state of reduced negative impact on the environment.
- b. Efforts aimed at minimizing the amount of discarded materials to decrease environmental impact.
- c. To make use of something effectively or efficiently.
- d. Materials that can be reprocessed and used again after disposal.
- e. To separate or divide materials based on specific characteristics or properties.
- f. Products designed to be used only once before disposal.
- g. The practice of using digital methods for communication and documentation to reduce paper consumption.
- h. Items or products designed for one-time use and intended to be discarded after use rather than being reused or recycled.
- i. To choose or select a particular option or alternative over others, often based on personal preference, benefits, or advantages.
- j. To protect, preserve, or safeguard something, such as natural resources or energy, by using them wisely and avoiding unnecessary waste or depletion.

WHILE LISTENING ACTIVITY



Listen carefully to the announcement on **"Eco-Friendly Initiatives"** and complete the graphic organizer below. Pay attention to the instructions and guidelines mentioned in the podcast.

NOTE TAKING:

No	Guideline	Description
1	Utilize recycling bins	1.Make use of designated recycling bins placed throughout the workplace. 2.Separate recyclable materials from general waste.
2	Segregate your waste responsibly	
3		
4		
5		

GRAMMAR FOCUS:

Imperatives language is a linguistic feature used to convey commands, requests, or instructions in a clear and direct manner. Imperatives are characterized by several key elements:

- **Verb Form:** Imperatives are typically constructed using the base form of the verb (the infinitive form without "to"). For example, in the sentence "Use the recycling bin." "use" is the imperative verb.
- **Subject Omission:** In imperative sentences, the subject is often omitted, assuming that the command or request is directed at the person or group being addressed. This omission creates subject-verb inversion, placing the verb before the subject. For example, in "Embrace paperless,"
- **Positive or Negative Form:** Imperatives can be in the positive form, instructing the listener to do something, or in the negative form, instructing the listener not to do something. For example, "Please come in" (positive) and "Don't touch the hot stove" (negative).
- **Politeness and Tone:** Imperatives can vary in tone and politeness, depending on the context and relationship between the speaker and the listener. They can be assertive, polite, friendly, or even stern, and may be accompanied by adverbs or modifiers to adjust the tone.
- **Use of Adverbs:** Adverbs can be added to imperatives to modify the degree or urgency of the action being requested or commanded. For example, "Please wait here," "Quickly complete the task," or "Carefully read the instructions."

POST LISTENING ACTIVITY

COMPREHENSION:

Refer to the table and answer the questions.
Listen to the podcast again if needed.



1. What materials should be separated from general waste and placed in designated recycling bins?
 - a) Plastic water bottles and glass
 - b) Cardboard and plastic
 - c) Paper and cardboard
 - d) Non-recyclable waste and glass
2. Which guideline encourages using digital alternatives for communication and documentation?
 - a) Reduce single-use items
 - b) Embrace paperless
 - c) Conserve energy
 - d) Utilize recycling bins
3. What action should you take to help reduce waste generation?
 - a) Turning off lights when not in use
 - b) Using designated recycling bins
 - c) Minimizing the use of single-use items
 - d) Segregating recyclable materials
4. What does "Embrace paperless" mean in the guidelines?
 - a) Make use of designated recycling bins
 - b) Reduce paper consumption to conserve resources
 - c) Refrain from mixing recyclable items with non-recyclable waste
 - d) Turn off lights, computers, and electronic devices
5. Which guideline suggests turning off lights, computers, and other electronic devices?
 - a) Conserve energy
 - b) Utilize recycling bins
 - c) Reduce single-use items
 - d) Segregate your waste responsibly



Pros and Cons of IoT

PRE-LISTENING ACTIVITY

BRAINSTORM:

Answer these questions.

1. How can college campuses leverage IoT technology to enhance student life and improve campus facilities?
2. What potential challenges might arise in implementing IoT solutions within an educational environment?
3. As college students, how do you perceive the impact of IoT on future career prospects and industries you plan to enter?
4. Are there any concerns about job displacement or new job opportunities emerging due to IoT?
5. What ethical considerations should college students keep in mind when using IoT devices or developing IoT-related projects?

VOCABULARY:

Check the meaning of these terms. Match each term with its definition or description (a - i).

security, data breaches, personalized experiences
privacy concerns, energy optimization, environmental impact
e-waste generation, initial cost, outweigh

- a. Measures taken to protect devices, networks, and data from unauthorized access, hacking, or potential threats.
- b. Unauthorized access to sensitive or confidential data, leading to its exposure or misuse by malicious entities.
- c. Tailored or customized interactions or services based on individual preferences or needs. In the context of IoT, it refers to the ability of devices to collect and analyze data to offer personalized services.
- d. Worries or issues related to the protection of an individual's personal information and the potential risks of data being collected and shared without consent.
- e. The process of managing and using energy resources efficiently to minimize waste and maximize output.
- f. The effects of human activities on the natural environment.
- g. The creation of electronic waste, often from discarded or obsolete electronic devices, which can be harmful to the environment if not managed responsibly.
- h. The upfront expenses associated with adopting and implementing IoT solutions, which may include hardware, software, and installation expenses.
- i. To be more significant or has a greater impact or influence compared to the other thing being compared.

WHILE LISTENING ACTIVITY



Listen carefully to the conversation on the "**Pros and Cons of IoT**" and complete the graphic organizer below.

NOTE TAKING:

PROS	CONS
1. Convenience: <ul style="list-style-type: none"> Remote control of devices Increased efficiency 	1. Security: <ul style="list-style-type: none"> Risk of hacking into networks Data breaches
2. Personalized Experiences: <ul style="list-style-type: none"> _____ 	2. Privacy Concerns: <ul style="list-style-type: none"> _____
3. _____ <ul style="list-style-type: none"> _____ 	3. _____ <ul style="list-style-type: none"> Increased energy consumption E-waste generation
4. Improved healthcare <ul style="list-style-type: none"> _____ _____ 	4. Initial cost <ul style="list-style-type: none"> _____ _____

LANGUAGE FOCUS:

PROS

In a conversation, language forms used to identify **pros** (**advantages** or **positive** aspects) of a particular topic involve various linguistic expressions that highlight the benefits and strengths of the subject being discussed. These language forms help identify and discuss the **positive** aspects of the topic. Here are some common language forms used to identify pros in a conversation:

- **Positive Adjectives:** Using positive adjectives to describe the advantages or benefits of the topic. For example, "beneficial," "innovative," "efficient," "convenient," "valuable," "effective," "seamless," etc.
- **Presenting Statistics and Data:** Citing relevant statistics or data that support the positive impact or success of the topic. For example, "Research shows a significant increase in," "Studies indicate a rise in," "According to the latest data," etc.
- **Using Superlatives:** Employing superlative forms to emphasize the topic's exceptional qualities or achievements. For instance, "The most efficient," "The best solution," "The top-rated," "The leading technology," etc.
- **Providing Examples:** Offering specific examples or use cases that illustrate the positive outcomes or successes of the topic. For example, "Many companies have reported," "Numerous individuals have experienced," "In various instances, we can see that."

- **Positive Comparisons:** Making comparisons that highlight the superiority of the topic over alternatives. For instance, "It outperforms traditional methods," "It offers a more cost-effective solution," "Compared to other options, it stands out for its," etc.
- **Using Modal Verbs:** Using modal verbs to express confidence or certainty in the benefits of the topic. For example, "can," "will," "could," "should," "must," "is likely to," "is bound to," etc.
- **Testimonials and Quotes:** Incorporating testimonials or quotes from experts, users, or influential figures that endorse the positive attributes of the topic. For example, "According to Dr. Smith," "Users have praised," "Industry experts agree that."
- **Discussing Future Potential:** Emphasizing the future potential and possibilities of the topic to underscore its positive impact on society, industries, or individuals. For instance, "With ongoing research and development," "The technology holds immense promise for," "In the coming years, it is expected to."
- **Positive Connotations:** Utilizing words with positive connotations to create a favorable perception of the topic. For example, "advanced," "groundbreaking," "revolutionary," "empowering," "game-changing," etc.
- **Causal Language:** Using causal language to connect the benefits of the topic with positive outcomes. For example, "Due to its advanced features," "As a result of its implementation," "Thanks to its efficiency," etc.

CONS

In a conversation, language forms used to identify cons (disadvantages or negative aspects) of a particular topic involve various linguistic expressions that draw attention to potential drawbacks or concerns. These language forms help identify and discuss the negative aspects of the topic being discussed. Here are some common language forms used to identify cons in a conversation:

- **Negative Adjectives:** Using negative adjectives to describe the drawbacks or disadvantages of the topic. For example, "problematic," "detrimental," "inefficient," "risky," "unsafe," "costly," "limited," etc.
- **Modal Verbs:** Using modal verbs to express the possibility or likelihood of negative outcomes. For instance, "might," "can," "could," "should," "may," "would," "ought to."
- **Presenting Counterarguments:** Bringing up opposing viewpoints or alternative perspectives that highlight the cons of the topic. For example, "On the other hand," "However, some argue that," "Contrary to the proponents' view."
- **Using Phrases of Caution:** Incorporating phrases that indicate caution or potential risks. For example, "It's important to consider," "We need to be aware of," "We should take into account."
- **Emphasizing Limitations:** Drawing attention to the limitations or restrictions associated with the topic. For instance, "One major drawback is," "The system has its limitations in," "The technology is not suitable for."

- **Presenting Examples:** Providing specific examples or instances where the negative consequences of the topic have been observed or reported. For example, "In some cases," "There have been instances where," "Consider the scenario where."
- **Causal Language:** Using causal language to link the cons of the topic with the potential negative outcomes. For example, "This can lead to," "As a result, there is a risk of," "The lack of proper implementation could result in."
- **Discussing Ethical Concerns:** Addressing ethical dilemmas or concerns related to the topic. For instance, "From an ethical standpoint," "The use of this technology raises ethical questions."
- **Negative Connotations:** Utilizing words with negative connotations to emphasize the negative aspects of the topic. For example, "flawed," "problematic," "disadvantageous," "concerning."
- **Discussing Long-term Impact:** Analyzing the potential long-term consequences or implications of the topic. For example, "In the long run," "Considering the future effects of," "The long-term impact could be."



POST LISTENING ACTIVITY

COMPREHENSION:

Refer to the table and answer the questions.

Listen to the podcast again if needed.



1. Which of the following is an advantage of IoT?
 - a) Increased energy consumption
 - b) Remote control of devices
 - c) Risk of data breaches
 - d) Limited personalization
2. What is a potential benefit of IoT in healthcare?
 - a) Increased energy efficiency
 - b) Real-time monitoring of patients
 - c) Enhanced data security
 - d) Reduced operational expenses
3. Which of these positive aspects of IoT relate to the possibility of unauthorized access to networks?
 - a) Increased energy consumption
 - b) Data tracking in healthcare
 - c) Risk of hacking into networks
 - d) Smart grids for electricity distribution
4. What is a privacy concern associated with IoT?
 - a) Increased energy efficiency
 - b) Data misuse
 - c) Enhanced treatment in healthcare
 - d) Reduced e-waste generation
5. Which pros of IoT can help optimize energy usage in various industries?
 - a) Timely interventions in healthcare
 - b) Remote control of devices
 - c) Smart grids for electricity distribution
 - d) Real-time monitoring of patients

6. What potential environmental impact is associated with IoT?
 - a) Increased energy consumption
 - b) Reduced e-waste generation
 - c) Remote control of devices
 - d) Enhanced data security
7. Which pro of IoT relates to personalized experiences for users?
 - a) Risk of data breaches
 - b) Real-time monitoring of patients
 - c) Timely interventions in healthcare
 - d) Remote control of devices
8. What is a significant cost concern with the implementation of IoT?
 - a) Reduced operational expenses
 - b) Increased energy efficiency
 - c) Risk of data breaches
 - d) Expensive implementation
9. What potential benefit does IoT offer in terms of healthcare?
 - a) Enhanced data security
 - b) Increased energy consumption
 - c) Timely interventions
 - d) Limited personalization
10. What con of IoT is related to the generation of electronic waste?
 - a) Remote control of devices
 - b) Risk of data breaches
 - c) Reduced e-waste generation
 - d) Data tracking in healthcare

CONCLUSION

In the pursuit of mastering listening skills in English, it becomes evident that a solid foundation is crucial for effective comprehension. Attentiveness plays a pivotal role, as it allows us to tune in to the nuances of speech, tone, and body language, leading to a deeper understanding of the speaker's message. Moreover, being actively present in the conversation establishes a connection that fosters better communication and promotes a conducive learning environment.

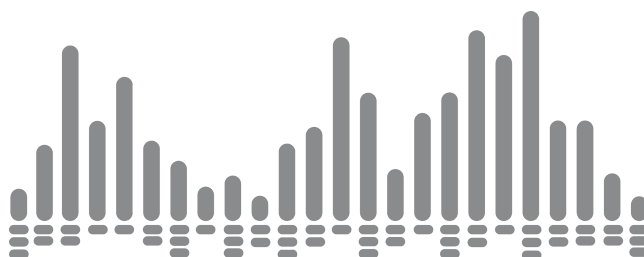
Equally essential is the development of a strong vocabulary, which facilitates the recognition and interpretation of various words and expressions. A wide-ranging lexicon empowers individuals to grasp the subtle nuances of language and discern between homophones, synonyms, and idiomatic expressions. Additionally, a firm grasp of English grammar aids in deciphering the intricate structure of sentences, enabling listeners to follow complex ideas and relationships between different elements within the discourse.

Understanding the context in which communication occurs is another indispensable aspect of proficient listening. By contextualizing the conversation, listeners can infer the speaker's intentions, attitudes, and emotions, adding depth and meaning to the content received. Consequently, the ability to identify the main ideas and supporting details within the conversation enriches comprehension by highlighting the core messages and key arguments.

Practical techniques such as active listening, note-taking, and paraphrasing serve as invaluable tools in reinforcing understanding. Active listening encourages engagement, while taking notes organizes the received information for later review and reflection.

However, becoming adept at listening in English requires dedication and patience. Regular practice is essential to hone these skills and build confidence in various listening contexts, ranging from casual conversations to more formal settings, like lectures or business meetings. Exposure to diverse accents, dialects, and speaking styles further broadens one's ability to adapt and comprehend English in its many variations.

In conclusion, the foundation of listening skills in English encompasses attentiveness, a strong vocabulary, familiarity with grammar, and the ability to grasp context and distinguish key elements. When combined with active listening techniques, note-taking, and paraphrasing, these components lay the groundwork for successful comprehension. Through continuous practice and exposure, individuals can elevate their proficiency in listening, fostering effective communication and enriching their language learning journey in English.



REFERENCES

- Berne, J. E. (1993). The effects of text type, assessment task and target language experience on foreign language learners performance on listening comprehension tests. (Doctoral dissertation, University of Illinois at Urbana-Champaign, 1992) Dissertation Abstracts International, 53, 2354A.
- Brownell, J. (1996). Listening: Attitudes, principles, and skills. Boston: Allyn and Bacon.
- Chamot, A. U. (1995). Learning strategies and listening comprehension. In D.J. Mendelsohn & J. Rubin (Eds.), A guide for the teaching of second language listening (pp. 13- 30). San Diego, CA: Dominie Press.
- Conrad, L. (1981). Listening comprehension strategies in native and second language. (Doctoral dissertation, Michigan State University, 1981). Dissertation Abstracts International, 42, 690A.
- Ellis, D. (1998). Becoming a master student. New York: Houghton Mifflin Company.
- Ferrari, B. (2012). Power listening: Mastering the most critical business skill of all. New York: Penguin.
- Hoppe, M. H. (2006). Active listening: Improve your ability to listen and lead [ebook]. Greensboro, NC: Center for Creative Leadership.
- Ireland, J. (2011, May 4). The kinds of listening skills. Livestrong.com. Retrieved from [http://www.livestrong.com/article/82419-kinds-listening-skills/...](http://www.livestrong.com/article/82419-kinds-listening-skills/)
- Nichols, R. G. (1957). Listening is a 10 part skill. Chicago, IL: Enterprise Publications. Retrieved from <http://d1025403.site.myhosting.com/files.listen.org/NicholsTenPartSkill/Mr39Enf4.html>
- Nichols, M. P. (1995). The lost art of listening. New York: Guilford.
- Pease, A., & Pease, B. (2006). The definitive book of body language. New York: Bantam Books.
- Ramsland, K. M. (1992). The art of learning: A self-help manual for students. Albany: SUNY UP.
- Wobser, A. (2004). Developing positive listening skills: How to really listen. Huntsville, TX. Educational Video Network photo credits p. 2

GENERATION Z'S PERSONAL INTERESTS

Welcome to our 2-minute podcast, where we delve into the fascinating world of Generation Z and their diverse personal interests. Generation Z, born between the mid-1990s and early 2010s, is a generation defined by its unique passions and interests. Today, we'll explore the factors that shed light on the captivating personal pursuits of Gen Z.

One of the most notable aspects of Gen Z's personal interests is their love for creating and consuming digital content. From videos and art to writing and photography, they have found innovative ways to express themselves online.

Gen Zers are digital natives, effortlessly mastering platforms like YouTube, TikTok, and Instagram to showcase their creativity and connect with like-minded individuals.

Many Gen Z content creators have amassed large followings, turning their hobbies into careers and monetizing their work by collaborating with brands and creating sponsored content.

If you dive into the world of these creators, you'll find jargons like "vlogging," "influencer marketing," and "content curation" that have become part of their online vocabulary.

Gen Z is deeply concerned about social issues and actively seeks ways to make a positive impact. They are passionate advocates for various causes, using their voices to raise awareness and drive change.

Climate change, gender equality, racial justice, and mental health are just a few of the causes that resonate strongly with Gen Z.

Their activism extends beyond the virtual realm, with many engaging in community service and volunteering, demonstrating their commitment to effect change on the ground.

You'll often hear idiomatic expressions like "woke culture," "cancel culture," and "standing in solidarity" when discussing Gen Z's efforts to make the world a better place.

In the fast-paced digital world, Gen Z prioritizes their well-being and emphasizes self-care practices to maintain a healthy balance between their online and offline lives.

Mindfulness practices like meditation and yoga have gained popularity among Gen Z, helping them cope with stress and anxiety in their hectic lives.

They actively seek ways to disconnect from technology, engaging in activities like hiking, reading books, or pursuing creative hobbies to unwind.

Gen Z jargons like "self-care routine," "mindful living," and "digital detox" illustrate their conscious efforts to nurture their mental and emotional well-being.

And there you have it, the captivating personal interests of Generation Z. Digital content creators, passionate advocates for change, and wellness enthusiasts, Gen Z continues to shape the world with their unique pursuits and fervent commitment. Thank you for tuning in to our podcast, and until next time, stay curious, keep making an impact, and take time to care for yourself.

AI AND AUTOMATION IN THE WORKFORCE

Welcome to our insightful podcast, where we delve into the ever-evolving world of technology. Today, we'll explore a fascinating topic that's been making headlines in recent years—the impact of Artificial Intelligence (AI) on the job market. AI, the cutting-edge technology that simulates human intelligence, is revolutionizing industries and reshaping the workforce. In this podcast, we'll present a few facts and opinions to shed light on this crucial subject.

First of all let's talk about The Rise of Automation such as artificial intelligence, robotics, and computer systems, to perform tasks and processes with minimal human intervention. The rise of automation has been driven by advancements in technology, enabling machines to mimic human actions and decision-making. AI-driven automation is transforming the job market by streamlining repetitive tasks and increasing efficiency. According to a study by the McKinsey Global Institute, around 30% of tasks in 60% of occupations could be automated, potentially affecting millions of jobs across various sectors.

Next, is the Job Displacement. As automation advances, some job roles may become obsolete, leading to job displacement for certain workers. According to the World Economic Forum, by 2025, automation could displace around 85 million jobs globally, with a significant impact on industries like manufacturing, retail, and customer service.

Now, let's turn our attention to a fact that AI and automation are able to create new job roles. While AI may replace certain jobs, it also paves the way for new opportunities. Emerging roles like AI trainers, data scientists, and machine learning engineers are in high demand. The World Economic Forum estimates that automation could create around 97 million new jobs by 2025, requiring workers to upskill and adapt to this technological shift.

AI's impact on the job market isn't all doom and gloom. Many experts believe that AI's integration will enhance overall productivity, freeing up human resources to focus on more creative and strategic tasks. This increased efficiency and innovation can lead to a stronger economy and improved job opportunities.

While AI and automation present tremendous opportunities for the manufacturing sector, there may be concerns among the workforce about the potential for job displacement. Properly managing this transition is essential to ensure that employees can reskill or transition to new roles effectively.

And there you have it—the impact of Artificial Intelligence on the job market, presented with three compelling facts and two thought-provoking opinions. While AI's automation may bring challenges, it also offers tremendous potential for positive change and innovation.

DATA SECURITY MATTERS

Hello and welcome to our podcast, where we tackle important issues in the digital world. Today, we're diving deep into the critical topic of data breach alerts. Data breaches can be devastating, affecting individuals and organizations alike. We'll be discussing three real-life data breach situations and offering practical solutions to safeguard your data. So, let's get started!

Our first situation revolves around a popular social media platform that experienced a data breach. Hackers gained unauthorized access to millions of user accounts, compromising personal information such as names, email addresses, and passwords. The company acted swiftly to notify affected users, but many were left wondering how to enhance their account security.

Listen to this advice from Bruce Wayne, a renowned cyber security expert, author, and speaker. He advises that in such cases, users should immediately change their passwords and enable two-factor authentication (2FA). 2FA adds an extra layer of security, requiring a code sent to your mobile device when logging in. It significantly reduces the risk of unauthorized access.

Next, let's discuss a data breach that hit a major e-commerce website. Cybercriminals exploited a vulnerability in the website's payment system, resulting in the exposure of customer credit card details. Customers were left feeling vulnerable and concerned about potential financial losses.

I've contacted Mikko, the Chief Research Officer at M-Secure, who is an expert in malware analysis and has been involved in investigating and combating cyber threats for decades. According to Mikko, in order to protect against payment system breaches, businesses must conduct regular security audits and invest in robust encryption methods. Customers can safeguard themselves by using virtual credit card numbers or secure payment gateways like PayPal.

Moving on to the next case. A leading cloud service provider experienced a data breach, exposing confidential files of various businesses and individuals.

To avoid cloud data breaches, Kevin Mitch who is a former hacker turned cyber security consultant advises businesses to opt for providers with strong security protocols and conduct regular data backups. Encrypting data before uploading it to the cloud also adds an extra layer of protection.

ECO-FRIENDLY INITIATIVES

Dear all, let's work together for a greener future! Starting this month, we are implementing new recycling guidelines and waste reduction measures across the workplace. Please follow these five guidelines.

First, utilize recycling bins. Make use of the designated recycling bins placed throughout the workplace. Separate recyclable materials such as paper, cardboard, plastics, and glass from general waste.

Second, segregate your waste responsibly. Refrain from mixing recyclable items with non-recyclable waste to maximize the recycling process's efficiency.

Third, reduce single-use items. Minimize the use of single-use items like plastic water bottles and disposable cutlery. Opt for reusable alternatives to help reduce waste generation.

Fourth, embrace paperless. Embrace digital alternatives for communication and documentation whenever possible. Reduce paper consumption to conserve resources.

Fifth, conserve energy. Turn off lights, computers, and other electronic devices when not in use.

Let's embark on this journey towards a greener future together! By embracing these eco-friendly initiatives and following the guidelines, we can make a tangible difference in reducing our environmental impact. Each small step we take, from utilizing recycling bins to embracing paperless practices, contributes to a more sustainable workplace and a healthier planet. Thank you for your commitment and dedication to building a greener tomorrow for us and the generations to come. Together, we can create a positive and lasting impact on the environment. Let's lead the way towards a brighter, eco-conscious future!

PROS AND CONS OF INTERNET OF THINGS (IOT)

NANA: (Excitedly) ZUZU, have you heard about the Internet of Things? It's incredible! It's transforming how we interact with technology and making our lives so much easier!

ZUZU: (Curious but cautious) Yeah, I've heard a bit about it. But I'm not entirely convinced. What's so great about IoT?

NANA: (Eagerly) Well, IoT allows all our devices to be interconnected through the internet. It means we can control and monitor things remotely, like turning off the lights or adjusting the thermostat while we're away from home. Isn't that convenient?

ZUZU: (Nods) I can see how that could be helpful. But I worry about the security of having everything connected. What if someone hacks into my home network?

NANA: (Acknowledging the concern) That's a valid point, but developers are continually working on improving IoT security. With proper encryption and authentication measures, the risks can be minimized.

ZUZU: (Still uncertain) Okay, but what about privacy? With so much data being collected, I feel like my every move could be tracked and analyzed without my consent.

NANA: (Understanding) I get your concern, Zuzu. Privacy is a significant issue with IoT. However, the data collected can also lead to valuable insights and personalized experiences. For instance, in healthcare, IoT devices can monitor patients' health in real-time, allowing for timely interventions and improved treatment.

ZUZU: (Pensive) That does sound beneficial, but what if the data falls into the wrong hands? I don't want my personal information leaked or misused.

NANA: (Sympathetic) You're right, Zuzu. Data breaches are a genuine threat, but companies are implementing strict data protection measures to prevent such incidents. Additionally, as users, we must be cautious about what data we share and with whom.

ZUZU: (Nods) Fair enough. But what about the environmental impact? IoT devices require energy, and with their increasing popularity, won't it lead to more energy consumption and electronic waste?

PROS AND CONS OF INTERNET OF THINGS (IOT)

continuation...

NANA: (Thoughtful) It's a valid concern. However, IoT can also help optimize energy usage in various industries. For example, smart grids can manage electricity distribution more efficiently, reducing waste. As for e-waste, recycling programs can help manage the disposal of old devices responsibly.

ZUZU: (Contemplating) I see your point. But what about the cost of adopting IoT? Won't it be expensive for individuals and businesses?

NANA: (Agreeing) Initially, implementing IoT solutions can be costly, but over time, the benefits outweigh the costs. Businesses can achieve greater efficiency and reduced operational expenses. Plus, as technology advances, IoT devices become more affordable and accessible.

ZUZU: (Softening her stance) Okay, you've presented some compelling arguments. I still have reservations, but I can see the potential benefits of IoT. We just need to be cautious and address the challenges.

NANA: (Satisfied) Absolutely! Being aware of the challenges and working together to find solutions is key. IoT has the potential to enhance our lives in numerous ways, but we must proceed thoughtfully.

page 11

vlogging-**c** influencer marketing-**d** content curation-**i**
 woke culture-**g** cancel culture-**h** standing in solidarity-**f**
 self-care routine-**b** mindful living-**e** digital detox-**a**

page 13

II. Love for Creating and Consuming Digital Content

- a. Gen Z's notable interest in digital content creation and consumption.
- b. Mastery of platforms like YouTube, TikTok, and Instagram for creativity and connection.
- c. Turning hobbies into careers and monetizing content through collaborations and sponsorships.

III. Passionate Advocacy for Social Issues

- a. Advocacy for causes such as climate change, gender equality, racial justice, and mental health.
- b. Utilizing their voices to raise awareness and drive change for a better world.
- c. Engaging in community service and volunteering to effect change beyond the virtual realm.

IV. Emphasis on Well-being and Self-Care

- a. Prioritizing well-being in the fast-paced digital world.
- b. Adopting mindfulness practices like meditation and yoga to cope with stress and anxiety.
- c. Seeking balance by disconnecting from technology and engaging in activities like hiking, reading, and pursuing creative hobbies.

page 15

1.b 2.b 3.c 4.b 5.c 6.a

page 16

job displacement-	d	Artificial Intelligence(AI)-	a
machine learning-	f	workforce transition-	i
automation-	b	task streamlining-	e
robotics-	c	emerging roles-	h
		up-skilling-	g

Page 19

Facts

1. Use of AI, robotics, and computer systems to perform tasks with minimal human intervention.
2. Advancements in technology enabling machines to mimic human actions and decision-making
3. McKinsey Global Institute study: Around 30% of tasks in 60% of occupations could be automated, potentially affecting millions of jobs.
4. Certain job roles becoming obsolete due to automation
5. Displacement of around 85 million jobs globally by 2025
6. AI and automation creating new opportunities in the job market
7. Emerging roles: AI trainers, data scientists, machine learning engineers in high demand
8. World Economic Forum estimation: Automation could create around 97 million new jobs by 2025, requiring upskilling and adaptation by workers.

Opinions

1. AI integration enhances overall productivity, allowing human resources to focus on creative and strategic tasks.
2. Stronger economy and improved job opportunities.
3. Workforce concerns regarding potential job loss due to automation
4. Importance of Proper Transition Management: Reskilling opportunities
5. Facilitating transitions to new roles effectively.

page 22

1.a 2.b 3.a 4.b 5.c 6.c

page 24

cyber criminals-**a**, encryption-**b**, payment gateway-**c**,
identity theft-**d**, security audit-**e**, cloud service provider-**f**,
cyber security-**g**, hackers-**h**, security protocols-**i**

page 25

PROBLEM	EFFECT	SOLUTION
Social media platform data breach	Unauthorized access to user accounts	<ol style="list-style-type: none"> 1. Change passwords immediately 2. Enable two-factor authentication (2FA)
E-commerce website payment system breach	Exploitation of payment system vulnerability	<ol style="list-style-type: none"> 1. Conduct regular security audits 2. Invest in robust encryption methods 3. Use virtual credit card numbers or secure payment gateways like PayPal
Cloud service provider data breach	Breach of confidential files	<ol style="list-style-type: none"> 1. Invest in robust cybersecurity measures 2. Conduct routine security audits 3. Ensure employees follow strict security protocols 4. Stay informed about potential breaches

page 27

1. c 2. a 3. b 4. c 5. b 6. b 7. c 8. a 9. a 10. b

page 30

conserve-**j**, opt for-**i**, disposable-**f**,
paperless-**g**, segregate-**e**, recyclable-**d**, single-use items-**h**
utilize-**c**, waste reduction-**b**, greener-**a**

page 31

No.	Guideline	Description
1	Utilize recycling bins	1.Make use of designated recycling bins placed throughout the workplace. 2.Separate recyclable materials from general waste.
2	Segregate your waste responsibly	Refrain from mixing recyclable items with non-recyclable waste to maximize recycling process efficiency.
3	Reduce single-use items	1.Minimize use of single-use items like plastic water bottles and disposable cutlery. 2.Opt for reusable alternatives to reduce waste.
4	Embrace paperless	1.Utilize digital alternatives for communication and documentation. 2.Reduce paper consumption to conserve resources.
5	Conserve energy	Turn off lights, computers, and electronic devices when not in use to conserve energy.

page 33

1.c 2.b 3.c 4.b 5.a

page 34

security-**a**, data breaches-**b**, personalized experiences-**c**
 privacy concerns-**d**, energy optimization-**e**,
 environmental impact-**f** e-waste generation-**g**,
 initial cost-**h**, outweigh-**i**

page 35

PROS	CONS
1. Convenience: <ul style="list-style-type: none"> Remote control of devices Increased efficiency 	1. Security: <ul style="list-style-type: none"> Risk of hacking into networks Data breaches
2. Personalized Experiences: <ul style="list-style-type: none"> Real-time monitoring in healthcare 	2. Privacy Concerns: <ul style="list-style-type: none"> Data tracking
3. Energy optimization: <ul style="list-style-type: none"> smart grids for efficient electricity distributions 	3. Environmental Impact: <ul style="list-style-type: none"> Increased energy consumption E-waste generation
4. Improved healthcare <ul style="list-style-type: none"> Timely interventions Enhanced treatment 	4. Initial cost <ul style="list-style-type: none"> Expensive implementation Cost for individuals and businesses

page 41-42

1.b 2.b 3.c 4.b 5.c 6.a 7.d 8.d 9.c 10.c

ISBN 978-967-2421-95-5



POLITEKNIK UNGKU OMAR
Jalan Raja Musa Mahadi,
31400, Ipoh
Perak
www.puo.edu.my