



Reading Habits among Students in Faculty of
Office Management and Technology

Prepared By:

Hafshah binti Abdullah 2007278622

Khairunshahida binti Omar 2007278308

Noraniza binti Che Ani 2007278312

Bachelor in Office System Management (Hons.)

Universiti Teknologi MARA (UiTM)
Faculty of Office Management and Technology
2010

Abstract

The purpose of this study is to investigate and analyze the perceptions and attitudes of reading habits among students in Faculty of Office Management and Technology. The sample for this study consists of 300 students as respondent who were randomly selected. The researchers used questionnaires to collect the data. The questionnaires were divided into three sections, which consist of demographic profile's questions, student's perceptions and their opinion towards reading habits. The finding shows that most of student's perception of reading habits is important, useful, and interesting. However, the researchers found that most of them like to read non-academic reading materials such as magazines, novels, and tabloid newspapers which are less important to their study. Furthermore, the researchers found that most of the factors that encourage students to read just for quizzes, tests, and examinations. For recommendations, the researchers had suggested several ways to resolve these problems, such as through guidance from lecturers. The researchers believe that lectures are the best person who can lead and encourage students to like reading. Secondly, the faculty has to provide suitable books for students, such as books that use simple language and easy to understand.

ACKNOWLEDGMENT

First and foremost, we want to thank God because His blessings for giving us strength to complete this study properly.

We would like to thank our supervisor of this study, Puan Mahayom binti Mohd Ariffin and our co-supervisor, Encik Zulkefli bin Abd Rahman for their valuable guidance and advice. They inspired us greatly to work in this study. Their willingness to motivate us contributed tremendously to our study. We also would like to thank them for showing us some example that related to the topic of our study.

Besides, we would like to thank the authority of UiTM Perak for providing us with good facilities to complete this project.

Also, we would like to take this opportunity to thank the faculty for offering these subjects, Research Methods (OSM 601) and Issues in Administrative Management (OSM651). It gives us an opportunity to participate and learn about the process of doing research paper.

Finally, an honorable mention goes to our families and friends for their understandings and supports in completing this study. Without their help, we would face many difficulties while doing this study.

Table of Contents

Abstract	ii-iii
Acknowledgement	iv-v
Table of Contents	vi-viii
List of Tables	ix
List of Figures	x

CHAPTER 1

INTRODUCTION

Background of the Study	2
1.2 Statement of the Problem	4
1.3 Research Objectives	5
1.4 Research Questions	6
1.5 Significance of the Study	6
1.6 Limitation of the Study	7
1.7 Definition of Terms	8
Continued Definition of Terms	9

CHAPTER 2

LITERATURE REVIEW

2.1 Definition	10
Continued of Definition	11

CHAPTER 1

INTRODUCTION

Background of the study

Studying in the university for the first time may involve sudden changes in the way of learning. These initial experiences can be quite a traumatic experience for some student especially for those students who still have their old habits or old behavior from previous experience of secondary school or college that can not be compete with the reality life style of university student.

Living in campus life enforces students to improve their attitudes, skill, and their effort to study and concern what had happen surrounding them pleasantly. It is because studying in university is very challenging, and because of that they are require and need to be more independent person. At the same time they are required to prepare themselves with lot of information and knowledge in case to prepare them to be a high quality graduates person next. Because of that, they can not always depend to others people to help them in what matters such as finishing the project, assignment, and so on.

In a way to get the information that soon will lead them to be a knowledgeable person, students can not only depend to their lecturers. The lecturers are responsible to teach and