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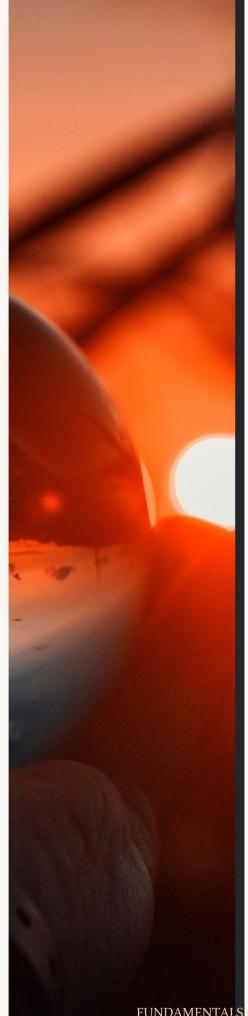
COMMERCE DEPARTMENT





FUNDAMENTALS OF PERSONALITY DEVELOPMENT

FIRST EDITION



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FUNDAMENTALS OF PERSONALITY DEVELOPMENT

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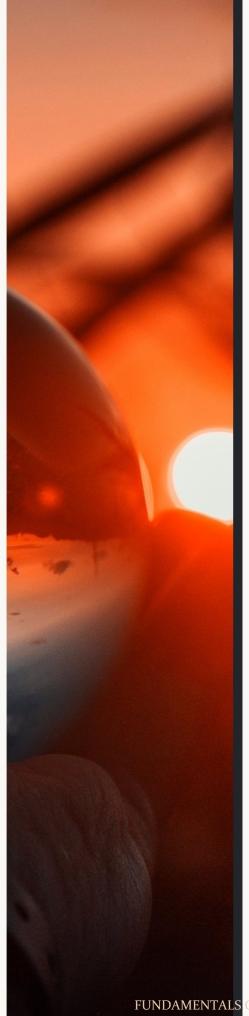
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PREFACE

Every individual has his own characteristic way of behaving, responding to emotions, perceiving things and looking at the world. No two individuals are similar. What an individual sees in his childhood days and most importantly his/her growing days form his personality. How an individual is raised plays an important role in shaping his/her personality.

This book is to simplify the whole idea of Personality Development in providing knowledge on the character study of the secretary involving personal qualities, healthy lifestyle and image building. It is designed to train students as well as beginners to build a professional image as a secretary. Development of self-confidence and positive attitudes, as well as rational decisions making is inculcated throughout the book. Hence, the reader will be able to catch hold on the Personality Development process. Hopefully, it will help to get to know what is Personality Development is all about.

TABLE OF CONTENTS

DECLARATION PREFACE	i ii
INTRODUCTION TO PERSONALITY Definition of personality Types of personality Factors influencing one's personality	7 9 16
Personality traits of a secretary Tutorial Topic Review HEALTH AND FITNESS	26 28 29
The importance of personal hygiene The importance of a balanced diet The importance of physical health Safety guidelines before exercising The importance of exercises Calculate the Body Mass Index (BMI) Tutorial Topic Review	31 36 48 49 50 53 54 55
REFERENCES ABOUT THE AUTHORS	56 57

LEARNING OBJECTIVES

After studying this chapter, you will be able to:

- √ Describe the definition of personality
- √ Identify the types of personality
- √ Identify factors influencing one's personality
- ✓ Explain the personality traits of a secretary

INTRODUCTION

Individual differences in characteristic patterns of thinking, feeling, and behaviour are referred to as personality. Personality research focuses on two broad areas. The first is understanding individual differences in specific personality traits, such as sociability or



irritability. The other is comprehending how the various components of a person interact.

KNOW YOURSELF

To determine your personality type, be yourself and answer truthfully.

COMPLETE THE TEST



https://www.16personal ities.com/freepersonality-test

DEFINING PERSONALITY

Why are some people quiet and passive, whereas others are talkative and aggressive? Are some personality types more suited to certain job types than others? Before we go further, we need to understand what is personality? The definition of personality is very broad. Generally, personality can be defined as the total numbers of ways in which and individual reacts to and interacts with others.

Psychologists' opinion about Personality

Personality, as defined by Mischel (1976), is a pattern of behaviour that a person exhibits under specific conditions.

According to Morton Prince, personality is the total of a person's biological inherent dispositions, impulses, inclinations, appetites, and instincts, as well as learned dispositions and tendencies

McClelland defined personality as the most adequate conceptualisation of an individual's behaviour with all its intricacies which the scientist can offer in a moment.

Gordon Allport defined personality as the dynamic arrangement inside the person of those psychological processes that govern his distinctive responses to his surroundings

TYPES OF PERSONALITY

The psychological categorization of distinct sorts of persons is referred to as personality type. Personality types and personality characteristics are occasionally differentiated, with the latter encompassing a more limited set of behavioural inclinations which considered to entail qualitative distinctions between persons, whereas traits are thought to involve quantitative disparities. There are three general types of personalities:

• **INTROVERT.** An introvert is defined as a person who enjoys quiet, low stimulation surroundings. Introverts are fatigued after socialising and need to recharge their batteries by spending tie alone. This is due to the fact that introverts' brains react differently

to dopamine than extroverts' brain. The following are some of the most prevalent personality qualities related with introvert:





Being alone at home is exciting rather than tiring. These moments of isolation are essential for the health and pleasure of an introvert. Introverts frequently love reading, gardening, crafts, writing, gaming, watching movies, or any other hobby that can be completed alone.

☐ They are depleted by social interactions

Introverts recognise when they have reached their limit and need to recharge their batteries. It does not mean that all introverts will avoid parties. They do enjoy as much as any extrovert, but introverts need to get away at the end of the night to recover and regroup.

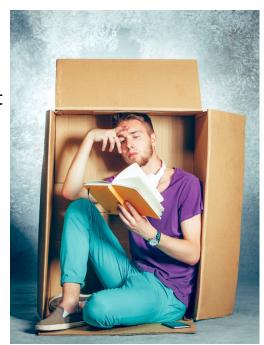
☐ They prefer working alone

Introverts generally do best when they work alone. Introverts may focus intently and create high-quality work when they are isolated. This is not to argue that introverts do not work effectively with others, but they simply prefer to retreat and focus on the subject at hand rather than negotiate the social aspects of working in a group environment.

☐ They prefer having a small group of companions

Do not misinterpret an introvert's small community of friends as an indication that they cannot make friends or do not Want to mingle. In fact, they like interacting with others and getting to know them. They also like the isolation of a small group of companions.

For introverts, high-quality connections are essential to happiness.



☐ They prefer writing to interact

They prefer to write down their thoughts rather than voice them, especially when they are unprepared.



Because their communication approach is focused and attentive, they like to think out their response. They can continue on conversations, but if judgments must be made, they may require extra time to ponder and balance their options so that they are confident in their decision.



personality trait characterised by sociability, gregariousness, and assertiveness.

The following are some of the most prevalent personality qualities related with extrovert:

☐ They love social gatherings

People with more outgoing characteristics like being the focus of attention. They thrive in social circumstances and seek for social

stimulation. Extroverts are typically not hesitant to introduce themselves to new people, and they seldom shun uncomfortable settings for fear of messing up or not knowing someone.



☐ They do not require a great deal of alone time

Extroverts feel that too much alone time drains their natural vitality, whereas introverts need to retreat to their homes or workplaces after a night out with friends or a stressful meeting. Being with other people allows them to replenish their internal batteries.

☐ They flourish in a social environment

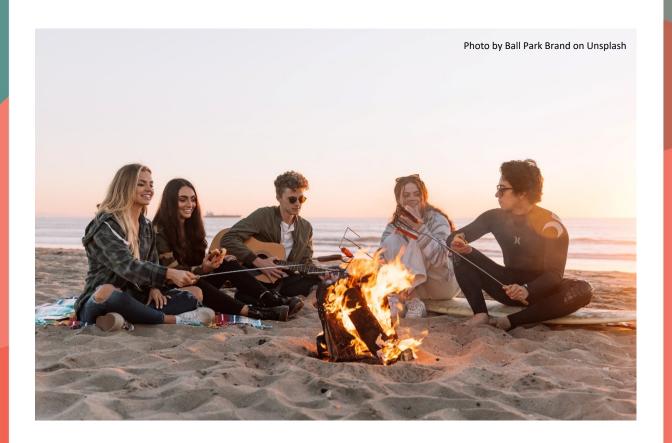
Extroverts like being among big groups of people. They may be more inclined to organise group activities such as sports or trips. They could be in charge of weekend activities or other social gatherings. They almost never refuse invites to weddings, parties, and other social occasions.

☐ They prefer to express their concerns or inquiries verbally

Extroverts do not mind discussing and seeking assistance from others. They are frequently more eager to express themselves openly and make their preferences or choices apparent.

☐ They are outgoing and enthusiastic

Extroverts are frequently described as cheery, joyful, and social. They are less inclined to linger on problems or contemplate concerns. While extroverts, like everyone else, face challenges and difficulties, they are frequently more able to let them roll off their backs.



AMBIVERT. Ambivert is a person with a personality that is mix
of extrovert and introvert traits depending on the situation. The
following are some of the most prevalent personality traits related
with ambivert:

■ A good listener and communicator

Introverts tend to watch and listen more than extroverts. Ambiverts, on the other hand, know when to speak up and when to remain silent. An ambivert could start a meeting by providing a quick pep talk, then invite workers to share their own difficulties or worries.

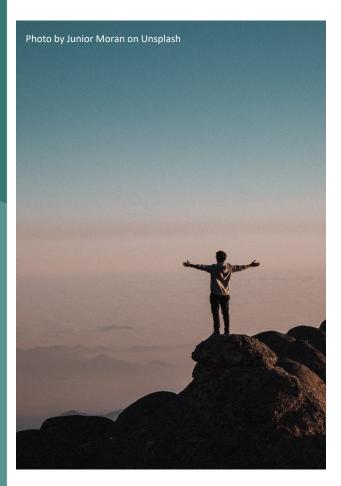
☐ They can control their conduct

Ambiverts appear to be natural adapters, adjusting to the person or situation at hand. Assume you are in an elevator with strangers. An extrovert may begin making small conversation, whereas an introvert may put on headphones to



avoid engagement.

Depending on your fellow riders, you may select either choice.



☐ They are born with empathy

Ambiverts can listen and demonstrate that they comprehend a person's point of view. If a buddy is having a problem, an extrovert may want to solve it immediately, but an introvert may be excellent at listening. In order to assist, an ambivert may listen and offer meaningful inquiries.

☐ They are at ease in social situations, but they also enjoy their alone time

Ambiverts may feel most at ease in a crowd or on a quiet evening at home. Assume a buddy calls with a last-minute invitation to a night out. An extrovert will most likely accept without hesitation, whilst an introvert would most likely refuse in favour of resting at home. The ambivert will most likely weigh the benefits and drawbacks of that specific outing. They have the potential to go either way.





An early discussion in personality study focused on whether an individual's personality is determined by genetics or environment. Research, on the other hand, tends to indicate the primacy of genetics over environment. Personality appears to be the outcome of both. Personality is influenced by a variety of elements including genetics, environment, parenting and cultural influences. Perhaps most significantly, the continuing interplay of all of these variables shapes personality over time. Our personalities distinguish us, but how does personality emerge? How did we come to be the people we are today? What are the most significant variables in the creation of personality? personality Can person's ever change?





The following are the factors influencing one's personality:

GENETIC. Genetic factors refer to genetic factors. In general, the breed of parents will influence the personality of their children especially in terms of body shape, physical condition, intelligence and emotions of the child.

Physical size

According to Sheldon (1985), a person's personality characteristics are directly connected to his or her physical form. He has divided human body forms into three groups, endomorph, mesomorph, ectomorph, which and are personality connected to characteristics.



Table below summarises the link between the form of the human body and personality characteristics:

TYPE OF BODY SHA	Κ()Ι)Υ \ΗΔΡΕ	PERSONALTY TRAITS
Endomorpl	h Soft and h rounded body	Viscerotonia: Sociable Quick Friendly Relaxed Caring.
Mesomorp	Strong muscles, h psychomotor skills	Somatotonics: Firm Aggressive Loves Leisure Ready for challenges
Ectomorph	Thin with a small bone structure and very little fat on their bodies.	Cerebrotonia: Unsociable Introverted Dislikes physical exercise

Illness

Aside from body shape, physical problems, particularly illnesses such as tiredness (asthma), diabetes, and so on, which are primarily caused by hereditary factors, can influence the development of



a person's personality. A child who frequently gets unwell and is unable to engage in all social events will, sooner or later, hinder his social development. This will have an impact on the formation of his personality. This person is often introverted, quiet, and shy.

Temper

Inherited emotions can also have an impact on a person's personality. Individuals with unstable emotions tend to be aggressive and irritated. A person with more stable emotions and the ability to regulate feelings of irritation is more popular and prefers to be approached by other youngsters.

Intelligent Quotient

A person's intelligence is closely related to parental breed. Therefore, breed plays an important role in the formation and development of a person's personality.

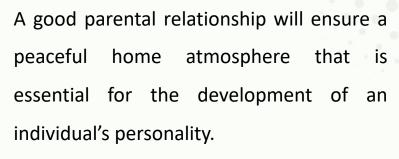


For example, individuals with a high degree of intelligence usually exhibit personality traits that are confident, courteous, thoughtful and courageous. In addition, sometimes overly intelligent students also experience social adjustment problems. This is because such children may feel arrogant and thus can make them unpopular.

play an important role in influencing an individual's personality. Environmental factors that influence the formation and development of a person's personality include family circumstances, school, peers, society and his or her experiences.

Family

Indeed, the formation and development of one's personality begins in the family. Starting with the situation or atmosphere in the house. A friendly and harmonious atmosphere can promote the development of a healthy personality.



Apart from that, nutrition also affects the development of a person's personality. A balanced diet is important for overall development starting from childhood. Without a balanced diet, it may stunt the development of an individual and will interfere in the development of a person's personality.

In addition, the socioeconomic status of the family also plays a role in the formation and development of personality. The financial position of a family will determine the types of facilities that can be provided for its children. With all the facilities provided will be able to provide extensive exposure, especially to children. An individual who has good academic performance and can play various games and musical instruments does have a high



level of confidence compared to an individual with a low economic status.

Colleagues

Colleagues are also one of the most important factors in influencing the formation of a person's personality. This is because each colleague has their own values. Colleagues are also the second most important person after family for teenagers. That is why most of his behavior is influenced by their colleagues. Whether the values or attitudes that are brought are positive or negative.

School

Most of the student's time is spent at school. As a result, the impact of the school is second in significance to the influence of the family. The type of leadership and atmosphere in the school have a significant impact on the development of a child's personality.



This is determined by the management style of the headmaster or principal. If the management style emphasizes the question of discipline, then it will shape the personality of the student to be a disciplined person and obey instructions. On the other hand, if the principal is less assertive in all things, then the student will become more passive, withdrawn, afraid to take risks, less innovative and afraid to bring about change. addition, teachers play a role shaping the personality development of students. If the attitude displayed by the teacher is a positive attitude, then the student will follow the positive attitude displayed by the teacher and vice versa.

Early experience

Early childhood experiences have a significant impact on an individual's personality development.



For example, a kid who is continually punished for making errors and so on causes the child to feel anxious and guilty all of the time. Children who have never been exposed to the preschool experience will feel inferior and threatened when it is found that they do not know how to read the alphabet or write numbers while in Year One. This situation will have an impact on a child's self-esteem as well as a positive self-concept.

Mass Media

In this modern developing age, the mass media is the most important medium of communication in daily life. So, it is not surprising if the mass media also plays an important role in shaping the development of a person's personality. Therefore, exposure to a healthy mass media is important to ensure the development of a healthy personality.



If children are constantly exposed to that contain videos movies or elements of violence, cruelty and so on, then they will tend to behave more aggressively. On the other hand, if children are more exposed to scientific shows such as sesame garden and so on, it will be able to help student's intellectual a development.

THE PERSONALITY TRAITS OF A SECRETARY

ABILITY TO BUILD GOODWILL

A good secretary helps her immediate boss and the organization maintain strong public relations.

LOYALTY

The secretary should be aware of her boss's flaws and does not divulge them to others. Should, if necessary, defend her boss against anyone who questions his motives.

ABILITY TO COMMUNICATE IDEA EFFECTIVELY

The secretary should be able to communicate her thoughts simply and concisely.

TACTFUL

The secretary should not only know the right thing to say and do, but equally important is knowing how and where to do it.



THE PERSONALITY TRAITS OF A SECRETARY

A SENSE OF MORAL VALUE

A good secretary should have strong moral convictions and should not be readily swayed by temptations.

INDEPENDENT MIND

A secretary should express her opinions swiftly and politely, and she should not be hesitant to say "NO" tactfully when she disagrees with the other person's point of view.

ABILITY TO REFLECT COMPANY OBJECTIVES AND POLICIES

As a member of the management team, the secretary should assist in translating the management's point of view to her co-workers, clients or customers, and the general public. To do so, she must be completely conversant with the company's goals and policies.



TUTORIAL TYPES OF PERSONALITY

SITUATION

TYPE OF PERSONALITY

They prefer to think through their response because their communication style is focused and considerate.

Often adaptable to any situation and innovative when problems arise. While they may be organized, but not all of them need a plan of action before they can begin a project, plan a vacation, or undertake any task. Spontaneous decisions may be welcomed.

They might open a meeting by giving a brief pep talk, then offer employees the chance to talk about their own challenges or concerns.

A friend calls with a last-minute invite for an evening out. The _____ will probably consider the pros and cons of that particular outing. They could go either way.

They enjoy talking with people and getting to know others. In fact, they also prefer the solitude of a small circle of friends. High-quality relationships are a key to happiness.

They are not as likely to dwell on problems or ponder difficulties. While they experience difficulties and troubles like anyone else, they are often more able to let it roll off their backs.

May be more willing to take risks because the benefit is a surge of chemicals that stimulate the brain.

They are more comfortable writing out their thoughts rather than speaking, especially when they are unprepared.

They can provide a much-needed balance to the social dynamic and might be the one to help break an awkward silence, making others who are more introverted feel comfortable starting a conversation.

They have an ability to regulate behavior by adjusting to fit the person or situation.

N	ame			
14	ame			

Class Score / 25 Marks





Compare 3 types of personality (9 Marks)

Explain 4 personality traits (12 Marks)	of secretary	Outline 4 genetic factors that influenced one's personality (4 Marks)				
		-				
		-				

LEARNING OBJECTIVES

After studying this chapter, you will be able to:

- ✓ Explain the importance of personal hygiene
- ✓ Explain the importance of a balanced diet
- √ Explain the importance of physical health

INTRODUCTION

Health and fitness are essential for living a long, active, and pleasant life. It is accurately claimed that health is the most valuable asset that a person may keep. Simply said, being healthy and fit entails taking proper care of one's body. We must remember that a healthy mind can only exist in a healthy body. A healthy mind and body help one retain the necessary energy level to attain success in life. Everyone must work hard to obtain good health. Protecting your body from dangerous drugs, engaging in regular exercise, eating properly, and getting enough sleep are all key aspects of living a healthy lifestyle.

THE IMPORTANCE OF PERSONAL HYGIENE

In today's culture, good personal cleanliness is critical for both health and social reasons. It is critical to keep your hands and body

clean in order to prevent the development and spread of disease and infection. This simple practise not only benefits your health, but it may also safeguard others around you.



Personal cleanliness offers social advantages as well. Because a healthy personal hygiene regimen include taking care of your body and washing it on a regular basis, it lowers the possibility of body odour which may be unpleasant in social environment at work or school. Having a healthy personal hygiene regimen is essential, but where do we begin? The following are some simple steps to keep clean and prevent any unpleasant bacteria on our body that might cause disease or foul odours.

☐ HANDWASHING

When it comes to personal cleanliness, our hands are the greatest place to begin. We use our hands all the time



such as touching various surfaces, greeting others, eating, typing at work, or playing at school. As a result, it is no surprise that our hands are one of the most common carriers of germs. Practise excellent hand hygiene is one of the quickest and easiest methods to avoid infections including gastroenteritis, colds, flu and coughs which can be contracted or passed on through poor hand hygiene. To prevent the transmission of potentially harmful bacteria, always wash your hands with soap and water on a regular basis.

□ DENTAL CARE

Taking care of your teeth and exercising proper oral hygiene will help you to avoid gum disease, tooth decay and infections. Always keep in mind that you must brush your teeth twice a day after breakfast and before bed, floss regularly and keep your toothbrush in a clean, dry area and change it on a regular basis.



□ BATHING

You should take a shower or bath every day, preferably with warm water and soap. It's even a good idea to wash twice a day if feasible in really hot conditions. For a variety of reasons, daily washing is an essential aspect of personal hygiene:

- Taking a shower with soap and warm water on a regular basis helps to avoid body odour because it kills the bacteria on your skin.
- If you have a skin infection, such as athlete's foot, properly cleaning and drying the afflicted areas on a regular basis which might improve the condition.

 Washing your hair at least once a week with shampoo and conditioner can aid in the prevention of head lice, which can be extremely irritating and painful.

☐ HYGIENIC CLOTHES

Dirt and bacteria can also grow on your clothes. It is essential to take care of your clothes as part of your personal hygiene routine by washing and changing them on a regular basis. Add antibacterial laundry cleanser to your laundry to eliminate any germs and ensure your garments are hygienically clean and fresh. It does not have to be difficult to maintain good personal hygiene. Once you have established a solid personal hygiene routine, it rapidly becomes habit, therefore it is critical that you set a good example for others to follow and encourage them to practise excellent personal hygiene.





☐ CLEAN YOUR NAILS

Nails are a minor part of our body, yet they may be a breeding ground for viruses and bacteria that can cause a variety of illnesses. When washing your

hands with soap, ensure it reaches the nail section, especially if you have long nails.

☐ FOOT HYGIENE

There are a few easy things you may do to avoid stinky feet. It is critical to only wear shoes that are completely dry and to avoid wearing the same pair day after day. If perspiration gets into your shoes and you wear them again before they have a chance to dry, your feet might get stinky. If you have hot, sweaty feet, allow your shoes at least 24 hours to dry naturally before wearing them again.

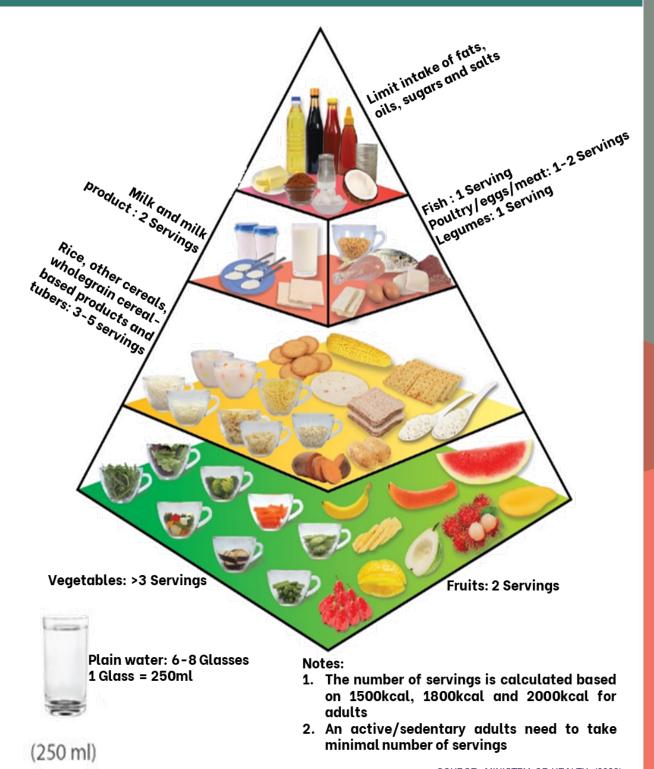


THE IMPORTANCE OF A BALANCED DIET

A well-balanced diet includes both the correct amount and the right sorts of food. The amount of food you eat is essential because it ensures that you stay within the optimum weight range for your height and avoid the health concerns associated with being significantly overweight or underweight. The amount you require is determined by your body type, gender, level of activity, and metabolic rate. The appropriate foods are crucial since the body need a variety of nutrients in various quantities in order to operate properly. Avoiding meals that are high in some or all of the nutrients that the body requires and loading up on those that are low in nutritive value is harmful to one's health. Knowing which foods contain certain nutrients, why they are required, and how much is required will help you design a balanced diet.



MALAYSIAN FOOD PYRAMID 2020



SOURCE: MINISTRY OF HEALTH (2020)

■ VEGETABLES

Vegetable and fruit are placed at the base of the pyramid, compared to the 2010 Malaysian Food Pyramid which places carbohydrate source foods (rice, noodles, bread, cereals, cereal products and tubers).

Vegetables and fruits should be consumed in the greatest amount compared to other food groups, i.e., at least

3 servings of vegetables and 2 servings of fruits per day.

Fruits and vegetables are

□ CARBOHYDRATE

Recommends a lower percentage range of carbohydrate intake of 50-65% compared to the Malaysian Food Pyramid 2010 of 55-75%.

recommended intake of complex carbohydrate and high fibre sources such as brown rice, whole grain breads, oats and corn.



important sources of vitamins and minerals in improving the body's ability to fight disease.

☐ WATER

Recommended intake of 6-8 glasses of plain water a day is also added to the illustration of the Malaysian Food Pyramid 2020. Adequate water intake can ensure that our body is always hydrated to maintain health.

THE TYPES OF NUTRIENTS AND ITS IMPORTANCE

A nutritious diet promotes favourable pregnancy outcomes, supports normal growth, development, and ageing, aids in the maintenance of a healthy body weight, and lowers the risk of chronic illness, all of which contribute to overall health and well-being. Everyone should take these seven nutrients on a regular basis to help develop their bodies and preserve their health. Dietary deficiencies, excesses, and imbalances can all have a detrimental influence on health and contribute to illness.

□ CARBOHYDRATES

Carbohydrates are components in food that function to channel energy through calories to the body. Along with protein and fat, it is among the 3 macro nutrients that the body needs to function properly. Carbohydrates consist of three components namely fibre, starch and sugar. The daily intake rate depends on your age, gender, height and weight. Your level of physical activity will also determine the rate of its intake.

The more active you are, the more energy you burn and the more calories you need. Carbohydrates, or simple carbohydrates, can be found naturally in food. Lack of carb intake will result in a person feeling weak and lifeless. If taken in excess, it may cause diabetes. Bread, wheat, potatoes of various sorts, maize, rice, banana, sweets, sugar cane, sweet fruits, and honey are the main sources of carbs. Carbohydrates are also found in vegetables, beans, nuts, and seeds in smaller proportions. Carbohydrates are divided into three categories based on the quantity of sugar units:



Monosaccharides and **Disaccharides** are simple sugars or simple carbohydrates that bodies can readily digest. A person with diabetes mellitus should limit their intake of these type of carbs. Sugar, honey, sweet foods, and sugar cane are some examples.

Polysaccharides are complex carbohydrates that must be broken down into simple sugars before they can be utilised by our bodies. Diabetics can consume them without limitation. Examples include starch and cellulose.

☐ PROTEIN

Protein is found throughout the body, and it is part of every cell in your body. Tissue construction is a major function of proteins. Proteins are the main structural components of all cells: skin, hair, nails and bones. It is the raw material needed for your body to produce enzymes that are essential for body function, from digestion to reproduction. Protein is important in the production of neurotransmitters that affect your brain and body. Protein is also one of the basic ingredients needed by the immune system. The human body contains more than 100,000 different proteins. Our body cannot produce protein, it must be taken daily in sufficient

quantity to replace the protein lost every day.

Protein can be found in meat, fish, eggs, poultry and dairy products and are all complete protein sources that



supply all the essential amino acids. Protein can also be found in vegetables, legumes and grains that are classified as incomplete proteins that do not contain all the essential amino acids.

☐ FATS AND OIL

Fats and oils are concentrated energy sources. It is an important nutrients for young toddlers who require a lot of energy.



Fats can also enhance the flavour and satisfaction of meals. Fat can be found in meat, poultry, milk products, butters, creams, avocado, cooking oils and fats, cheese, fish, and ground nuts. Saturated and unsaturated fats are the two types of fats. The classification is important to enable you to advise your community about which fats can be consumed with less risk to people's health.

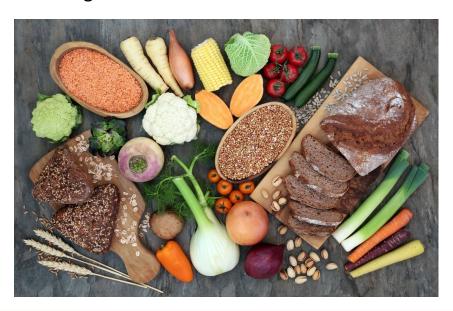
- a. Saturated fats are usually solid at cool temperatures. Eating too much saturated fat is not good for a person's health, as it can cause heart and blood vessel problems.
- b. Unsaturated fats are usually liquid at room temperature. These types of fats are healthy fats. Examples include fats from fish, oil seeds (sesame and sunflower), maize oil and ground nut oil.

☐ FIBRE

A mixture of different carbohydrates which are not digested like other nutrients but pass through the gut nearly unchanged. Fibre should be consumed for the following reasons:

- a. Fibre makes meals bulkier or larger, which can help an overweight person eat less food.
- b. Fibre softens and bulks up the faeces, which can help prevent constipation.
- c. Fibre delays nutrient absorption, allowing nutrients to reach the bloodstream more slowly. This is critical for patients with type 2 diabetes.

Fibre-rich foods include 'kocho'; vegetables such as cabbage, 'kosta,' carrots, and cassava; fruits such as banana and avocado; peas and beans; and whole-grain cereals such as wheat flour and refined maize or sorghum.



☐ VITAMIN

Groups of similar compounds found in small amounts of foods which are required by the body to function normally known as defensive foods. They are grouped together because they are an important part of the diet. There are two types of vitamins:

- a. Fat soluble vitamins (Vitamins A, D, E, and K) are soluble in fats and fat solvents. They are not soluble in water. As a result, they are only used if the body has enough fat.
- b. Water soluble vitamins (Vitamins B and C, as well as folic acid) are soluble in water and hence cannot be stored in the body.

Fruits and vegetables are the best providers of micronutrients in our diets. These two dietary groups are rich in vitamins and minerals.

Animal-based meals and plant-based foods are both good suppliers of micronutrients. However, appropriate micronutrient consumption can only be



obtained by eating a well-balanced diet that contains enough of fruits and vegetables.

■ MINERAL

The substances that people require to maintain their health and the proper functioning of their soft tissues, fluids, and bones.

- a. Calcium provides rigidity and strength to the bones and teeth. E.g., milk, cheese and dairy products
- b. Iron haemoglobin formation. E.g., meat and meat-related products.
- c. Iodine for normal cell metabolism. E.g., iodised salt, sea vegetables, yogurt, cow's milk, eggs, and cheese
- d. Zinc for proper child growth and development; for wound healing. E.g., maize, fish, breastmilk, meat, beans
- e. Fluorine aids in the maintenance of healthy teeth. E.g., water.



HOW TO GET A BALANCED DIET?

☐ Eat a variety of foods

The larger the variety of foods we consume, the more likely we are to obtain all the nutrients we require. A diet that includes daily selections from each of the food groups in the food pyramid helps to achieve a balanced diet.

■ Maintain healthy weight

To lose weight, you must consume less calories than you expend. To acquire all the nutrients, you need while reducing calories, avoid meals that are high in calories but poor in nutrients, particularly fat and fatty foods, sugar, sweets, and alcohol.

☐ Choose a low-fat, saturated-fat-free, cholesterol-free diet.

As previously stated, excessive fat consumption, particularly saturated fats and cholesterol, is linked to conditions such as heart disease and high blood pressure. Although there are additional factors that contribute to these diseases, such as genetics and smoking, following this advice should improve one's chances of staying healthy.

☐ Choose a diet rich in vegetables, fruits, and whole grains.

If you reduce your fat consumption, the nutritional benefits of complex carbs above refined carbohydrates and fibre in the diet will be required in greater amounts.

☐ Sugar should be used in moderation.

Too much sugar promotes to tooth damage and produces "empty calories," which contribute to overweight and obesity problems without providing a significant number of critical nutrients. As a result, taking a low amount of sugar is advised.

☐ Only use salt and sodium in moderation.

Sodium appears to play a role in high blood pressure. The greatest strategy to avoid high blood pressure is to limit your intake of sodium. Reduce your usage of salt in the kitchen and at the table, as well as your intake of salty prepared foods like potato chips, salted almonds, pretzels, pickled foods, and salty condiments like soy sauce.

☐ Drink in moderation if you consume alcoholic beverages.

Alcoholic beverages are heavy in calories and low in nutrition. A range of dangerous ailments can be caused by excessive drinking.



THE IMPORTANCE OF PHYSICAL HEALTH

The World Health Organization (WHO) (1998) defines health as a condition of adequate physical, mental, and social completeness, rather than simply the absence of sickness or disability. However, if difficulties in the physical, mental, and social elements are not addressed, people may fail to achieve perfection and well-being, affecting the overall health of society. As a result, health can be defined as a state that includes an individual's physical, emotional, and social well-being. Many elements affecting health are both physical and emotional in nature. In the physical sense, this component is related to a person's body condition, body shape, and ability to execute particular jobs. Thus, physical health refers to a state in which an individual is free of pain, physical handicap, chronic and infectious diseases, and body discomfort that necessitates medical attention. Finally, in order to find happiness in life, one's health must be in good shape. Good health can develop a productive

and competitive individual who has a good impact on society and the country at the same time.



SAFETY GUIDELINES BEFORE EXERCISE

Exercise is one of the most important aspects of living a healthy lifestyle. Exercising entails engaging in physical activities that are structured and repeated in order to improve fitness, muscle strength, and body flexibility. Exercise can be done in a variety of ways. The goal is to stimulate bodily mobility, boost the pulse rate, and stretch the joints over time. Stretching muscles, cardiovascular exercise, walking, jogging, cycling, swimming, and yoga are all examples of exercise. Before beginning any type of exercise, you need take the following steps to achieve the desired results.

a. Warm up (5 minutes)

Simple callisthenics or stretching might help prepare the body for more strenuous activity. Warming up the muscles and joints reduces the chances of injury during activity.

b. Exercise

Stimulate the entire body if you perform it for a long enough period (20-30 minutes) at least three to four times per week to maintain fitness. Activities that are frequently recommended

include brisk walking, jogging, cycling, skipping, swimming, basketball, and badminton.



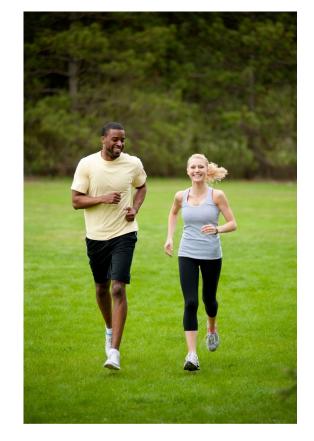
c. COOL DOWN (5 MINUTES)

Warm-ups are similar. It gently eases your body back into a reduced level of activity after a workout. It aids in the prevention of injuries, aches and pains throughout the body. After a workout, cooling down allows your heart rate to

return to normal.

THE IMPORTANCE OF EXERCISE

Exercise is a higher-intensity physical activity than daily activities. The idea is to obtain both physical and mental health benefits. If we choose activities that we enjoy, exercise might become a habit. Everyone has a distinct favourite sort of exercise



might become a habit. Everyone has a distinct favourite sort of exercise, such as walking, running, climbing, taking fitness courses, or running on a treadmill, and so on. Whatever option you choose, exercise is essential for overall health. According to the National Health and Morbidity Survey (NHMS) 2015 performed by the Ministry of Health Malaysia, 33.5 percent of Malaysians are not physically active.

The following are the importance of exercise:

It has the potential to improve your mood.

Exercise has been proved to enhance your mood and reduce emotions of melancholy, anxiety, and tension. It causes alterations in the brain regions that control stress and anxiety. It can also enhance brain sensitivity to the neurotransmitter's serotonin and norepinephrine, which helps alleviate depressive symptoms. Exercise can also stimulate the synthesis of endorphins, which are known to assist promote happy moods and lower the sense of pain.

☐ It may promote in the loss of weight.

It is critical to comprehend the relationship between exercise and energy expenditure in order to comprehend the influence of exercise on weight loss. A lower calorie intake while dieting lowers your metabolic rate, which can cause weight reduction to be delayed. Regular exercise, on the other hand, has been demonstrated to increase your metabolic rate, which can help you burn more calories and lose weight.

☐ It is beneficial to both your muscles and your bones.

Exercise is essential for the development and maintenance of strong muscles and bones. When combined with a sufficient protein diet, activities such as weightlifting can accelerate muscle development. This is due to the fact that exercise stimulates the

production of hormones that enhance your muscles' ability to absorb amino acids. This promotes growth and decreases breakdowns.

☐ It can help you feel more energised.

For many people, especially those with various medical issues, exercise can be a great energy enhancer. Exercise can also considerably boost energy levels in those suffering from chronic fatigue syndrome (CFS) and other major conditions. In fact, exercise appears to be more beneficial than other treatments, including passive therapies like relaxation and stretching or no treatment at all, in fighting CFS. Exercise has also been demonstrated to enhance energy levels in persons with various diseases such as cancer.

☐ It can improve your brain's health and memory.

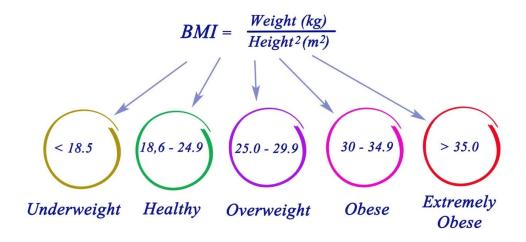
Exercise can help to increase brain function as well as protect memory and thinking skills. it raises your heart rate, which stimulates blood and oxygen flow to your brain. It can also stimulate the synthesis of hormones that promote brain cell proliferation. Furthermore, the capacity of exercise to avoid chronic disease can translate into benefits for your brain, as these disorders can impair its function.

CALCULATE THE BODY MASS INDEX (BMI)



Body mass index (BMI) is an assessment of body fat based on height and weight. It does not directly measure body fat, but rather approximates it with an equation.

BMI can assist assess whether a person is at an unhealthy or healthy weight. A high BMI may indicate that the body has too much fat, whereas a low BMI may indicate that the body has too little fat. The higher a person's BMI, the more likely they are to develop major diseases like heart disease, high blood pressure, and diabetes. A very low BMI can also lead to health issues such as bone loss, impaired immunological function, and anaemia. Adults aged 20 and above can interpret their BMI using the weight status categories listed below.



TUTORIAL CALCULATING BMI

Shereen's weight is 55 kg and her height is 150 cm. What is Shereen's BMI? (Show your calculation)

Is Sheeren underweight, healthy or overweight?				
Johan's weight is 80 kg and his height is 170 cm. What is Johan's BMI? (Show your calculation)				
Is Johan underweight, healthy or overweight?				
(Show your calculation)				

Name	Do
IACILIE	

Class Score / 25 Marks



Identify safety guidelines before exercising (9 Marks)				
Explain 4 importance of a ba (12 Marks)	lanced diet	Explain the importance of personal hygiene (4 Marks)		

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