



*Sinopsis*  
**BUKU TERKINI  
PERPUSTAKAAN INSPEN**

SEPTEMBER 2025





## PENGENALAN

Sinopsis Buku Terkini ini disediakan kepada YBrs. Sr/ Tuan/Puan bagi tujuan penyebaran dan mempromosikan judul-judul terkini yang boleh dirujuk/dipinjam di Perpustakaan INSPEN. Sebanyak 10 judul bahan setiap bulan dari pelbagai subjek pilihan meliputi hartanah dan penilaian, perancangan bandar dan desa, ukur dan geomatik, undang-undang dan polisi, ICT dan teknologi digital, pembangunan profesional dan soft skills, kepemimpinan dan pelbagai lagi untuk santapan minda YBhg. Datuk/Datin/Dr./Tuan/Puan

## OBJEKTIF AKTIVITI

- i. Menggalakkan budaya membaca dan pembelajaran berterusan dalam kalangan warga kerja INSPEN dan JPPH
- ii. Meningkatkan akses dan minat warga kerja INSPEN dan JPPH terhadap koleksi perpustakaan yang terkini dan relevan
- iii. Mempromosi koleksi baharu perpustakaan secara ringkas, mudah difahami dan menarik

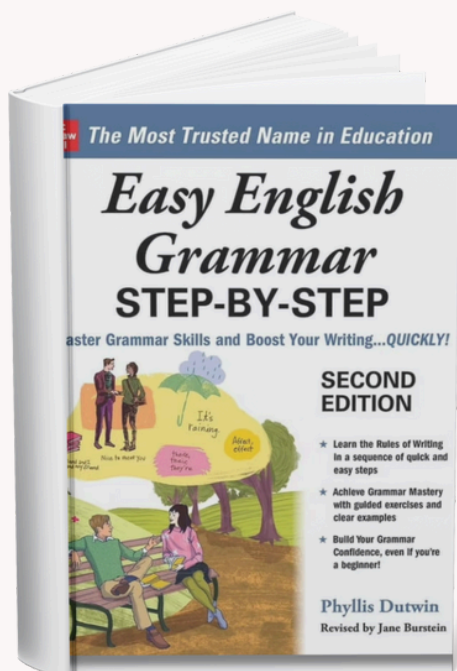
## LOKASI BAHAN

Koleksi buku di dalam senarai ini boleh didapati di Perpustakaan INSPEN. Untuk maklumat lanjut, sila hubungi kaunter perpustakaan melalui 03-8911 8800 / 8911 8888 sambungan 2018

## PENUTUP

Semoga inisiatif ini dapat menyemarakkan lagi budaya membaca dan pembelajaran sepanjang hayat seterusnya meningkatkan pengetahuan, profesionalisme dan daya saing warga kerja INSPEN dan JPPH.





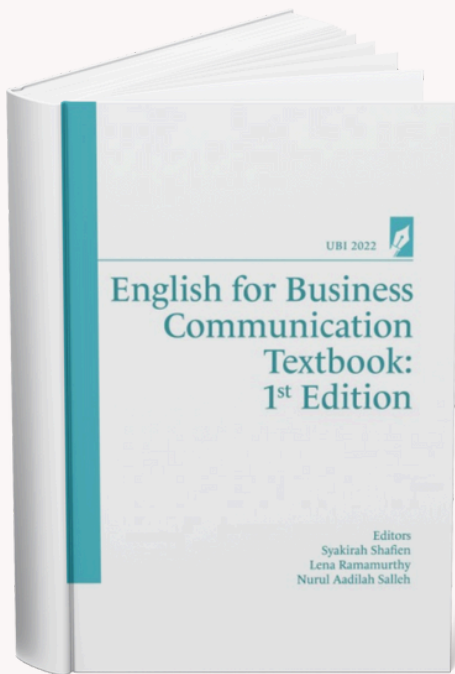
# Easy English Grammar Step-by-Step, Second Edition

Author: Phyllis Dutwin  
 Imprint: Mc Graw Hill  
 No. of pages: 211  
 Publication of Year: 2023

## SYNOPSIS

This step-by-step approach helps you learn the rules of grammar quickly and easily! The English language is full of rules, exceptions, and often confusing concepts, and for many students, English grammar is a difficult subject that only gets tougher as more concepts are learned. That's why Easy English Grammar Step-by-Step, Second Edition is so effective at helping you succeed where other resources and guides fail. Using an original, step-by-step approach, this write-in workbook provides a solid foundation in the basics--the fastest, easiest way to learn English grammar. You'll learn essential concepts and high-frequency skills in grammar proficiency first, allowing you to grasp the subject almost immediately. You'll then discover how these important concepts link together, through clear explanations, level-appropriate exercises, and helpful worked-out problems. Learning the key concepts in order (e.g., learning what a complete sentence is before descriptive words and phrases, pronouns, and punctuation) ensures you'll get a solid foundation before you move on. Once you complete all the steps, you'll be able to approach English grammar--rules, exceptions, and all--with confidence. Stay-in-step "pop-ups" offer helpful advice and cautions against common errors. Step-it-up skill-building exercises link practice to the core steps already presented. Clear explanations break down concepts into easy-to-understand steps. Clear and concise explanations to the exercises and questions throughout the book. Fully updated to include current references.





# UBI 2022 ENGLISH FOR BUSINESS COMMUNICATION TEXTBOOK: 1ST EDITION

Editors: Syakirah Shafien, Lena Ramamurthy & Nurul Aadilah Salleh

Imprint: UMK Press

No. of pages: 145

Publication of Year: 2023

## SYNOPSIS

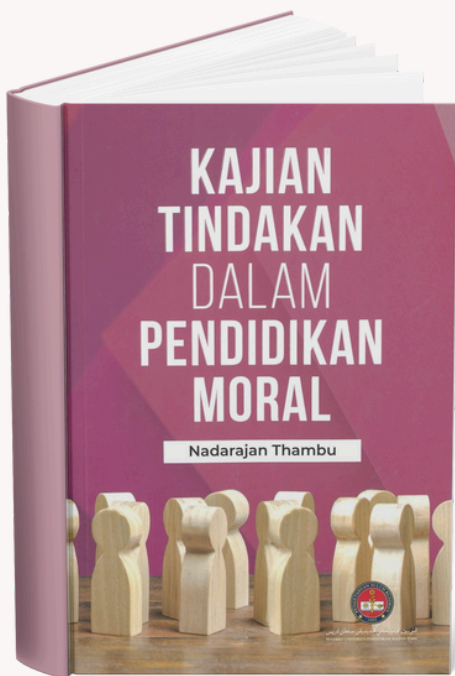
UBI 2022: English for Business Communication provides a comprehensive, integrated approach to introductory business courses in three different skills, including reading, writing, and speaking skills. This textbook aims to help students to develop the ability to read, write and speak effectively on topics in their field of interest, namely the field of business. It is to cater students who have passed UBI 1022 English II and/or students who scored MUET Band 3.

This textbook is designed to help students read simple factual texts related to business with a satisfactory level of comprehension, conduct real-life speaking and complete writing tasks to provide information on business-related topics appropriate for B1 that they are familiar with. Each chapter focuses on clear objectives and specific skills determined to give an overview of business communication that will be helpful to all students in developing practical communication skills.



*Budaya Membaca Amalan Kita*





# KAJIAN TINDAKAN DALAM PENDIDIKAN MORAL

Pengarang:	Nadarajan Thambu
Imprint:	Penerbit Universiti Pendidikan Sultan Idris
Mukasurat:	334
Tahun:	2024

## SINOPSIS

Buku Kajian Tindakan dalam Pendidikan Moral ditulis untuk menampung kekurangan buku berkaitan metodologi dalam penyelidikan Kajian Tindakan. Buku ini memberi tumpuan khusus dalam aspek pelaksanaan Kajian Tindakan secara praktikal dalam bidang Pendidikan Moral. Penulisan buku ini juga memuatkan metodologi pendekatan kuantitatif, kualitatif, pendekatan campuran dan reka bentuk penyelidikan secara ringkas untuk memberikan pemahaman awal tentang penyelidikan kepada para penyelidik novis





# LAND ACQUISITION ACT 1960 (ACT 486), RULES & ORDERS: (AS AT 5TH FEBRUARY 2023)

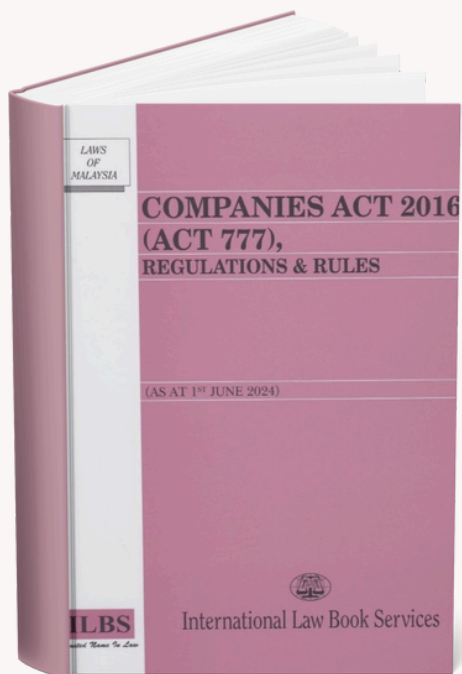
Compiled by: International Law Book  
Services  
Imprint: International Law Book  
Services (ILBS)  
No. of Pages: 136  
Publication of Year: 2023

## SYNOPSIS

An Act relating to the acquisition of land, the assessment of compensation to be made on account of such acquisition, and other matters incidental thereto. Contains: Land Acquisition Act 1960 (Act 486) Federal Territory of Putrajaya (Modification of Land Acquisition Act 1960) Order 2002 Federal Territory of Labuan (Extension and Modification of Land Acquisition Act) Order 2009 Land Acquisition Rules 2017 Land Acquisition (Electronic Forms) Rules 2017.







# COMPANIES ACT 2016(ACT 777): REGULATIONS & RULES: (AS AT 1ST JUNE 2024)

Compiled by: International Law Book  
Services

Imprint: International Law Book  
Services (ILBS)

No. of Pages: 335

Publication of Year: 2024

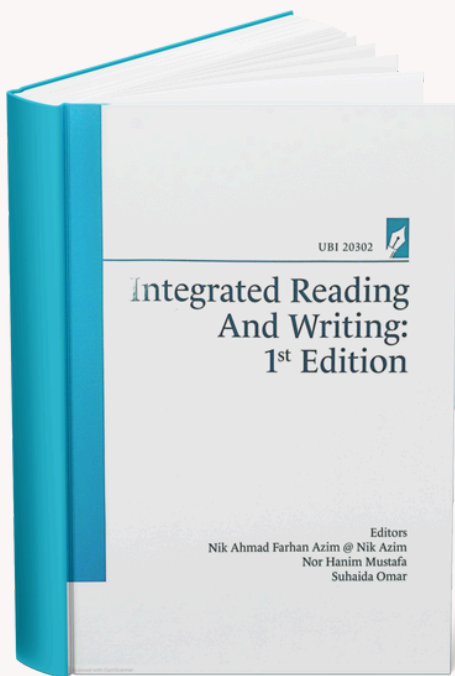
## SYNOPSIS

This volume contains the full text of Malaysia's Companies Act 2016 (Act 777) together with its subsidiary regulations and rules, updated as at 1 June 2024. It serves as an essential reference for legal practitioners, company directors, accountants, business consultants, regulators, and students who require up-to-date information on corporate law in Malaysia. The book provides the legislative framework governing the incorporation, management, operation, and dissolution of companies, including compliance requirements, directors' duties, shareholder rights, corporate reporting obligations, and enforcement provisions. By consolidating the principal Act with its latest regulations and rules, this edition offers a comprehensive and authoritative source for anyone dealing with Malaysian company law.



*Budaya Membaca Amalan Kita*

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# INTEGRATED READING AND WRITING : 1ST EDITION

Editors: Nik Ahmad Farhan @Nik Azim  
Nor Hanim Mustafa  
SuhaidaOmar

Imprint: UMK Press

No. of Pages: 157

Publication of Year: 2024

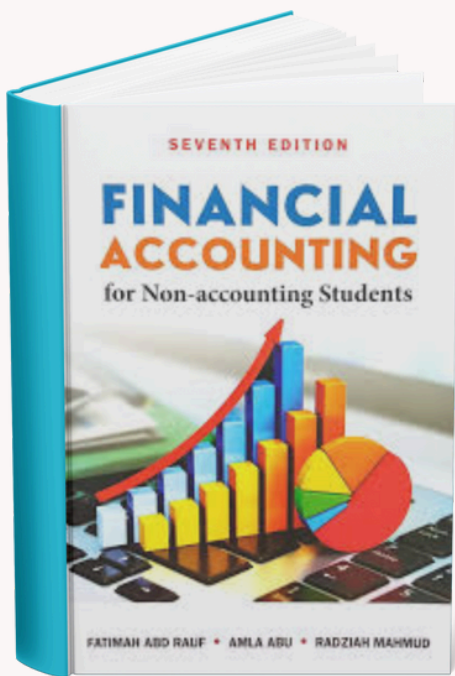
## SYNOPSIS

This comprehensive textbook has been meticulously designed to empower students on their journey towards language proficiency and effective communication through reading and writing skills. In line with the Common European Framework of Reference for Languages (CEFR), this textbook is structured to meet the needs of learners at the B2 level. We have carefully curated a rich selection of engaging texts, covering a wide range of genres, themes, and academic disciplines. By exploring these thought-provoking materials, students will not only enhance their language proficiency but also deepen their understanding of the world around them.



*Budaya Membaca Amalan Kita*





# FINANCIAL ACCOUNTING: FOR NON-ACCOUNTING STUDENTS, SEVENTH EDITION

Editors: Fatimah Abd Rauf  
Amla Abu  
Radziah Mahmud

Imprint: Mc Graw Hill

No. of Pages: 351

Publication of Year: 2023

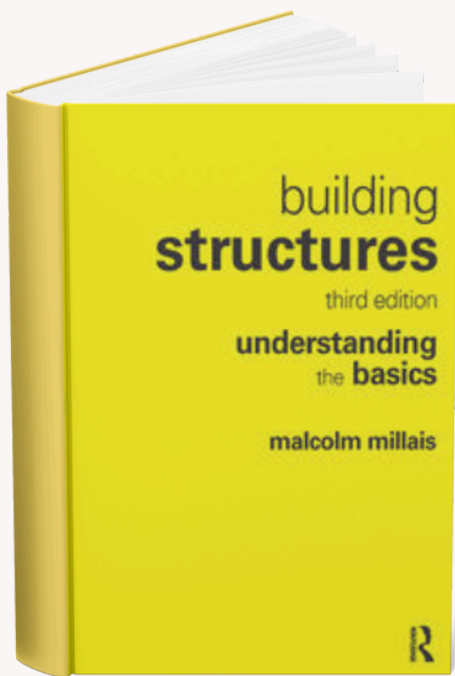
## SYNOPSIS

Financial Accounting for Non-Accounting Students (Seventh Edition) is designed specifically for students with little or no accounting background who need to understand the fundamentals of financial accounting. It explains the basic concepts, principles, and procedures of accounting in clear, accessible language with practical examples relevant to current business settings. Key topics include preparing financial statements, recording transactions, adjusting accounts, and performing financial analysis. This book equips readers with a solid foundation in financial accounting, enabling them to make more informed and confident business decisions.



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# BUILDING STRUCTURES: UNDERSTANDING THE BASICS, THIRD EDITION

Author: Malcolm Millais  
Imprint: Routledge  
No. of Pages: 568  
Publication of Year: 2017

## SYNOPSIS

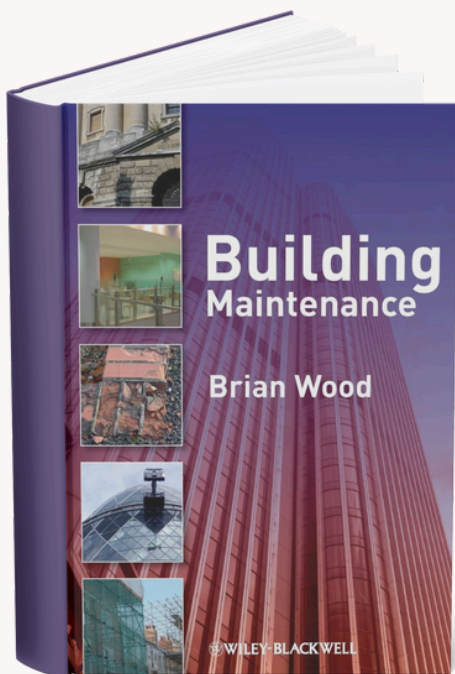
This is a one-stop book for knowing everything important about building structures. Self-contained and with no prerequisites needed, it is suitable for both general readers and building professionals.

- follow the history of structural understanding;
- grasp the concepts of structural behaviour via step-by-step explanations;
- apply these concepts to a simple building;
- see how these concepts apply to real buildings, from Durham Cathedral to the Bank of China;
- use these concepts to define the design process;
- see how these concepts inform design choices;
- understand how engineering and architecture have diverged, and what effect this had;
- learn to do simple but relevant numerical calculations for actual structures;
- understand when dynamics are important;
- follow the development of progressive collapse prevention;
- enter the world of modern structural theory;
- see how computers can be used for structural analysis;
- learn how to organise and design a successful project.

With more than 500 pages and over 1100 user-friendly diagrams, this book is a must for anyone who would like to understand the fascinating world of structures.







# BUILDING MAINTENANCE

Author: Brian Wood  
Imprint: Wiley Blackwell  
No. of Pages: 311  
Publication of Year: 2009

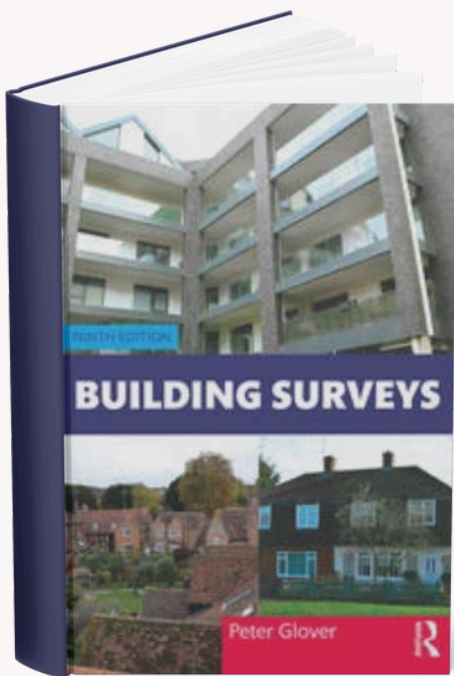
## SYNOPSIS

Maintaining a building is expensive: it costs many times more to run a building over its lifetime than to build it, yet maintenance is often not accorded the priority it warrants. A poorly maintained building will be a drain on resources and will impair building use, whereas a well maintained building will function smoothly and represent an appreciating asset to its owners.

Building Maintenance is a core text on the technical aspects of maintenance for undergraduate degree students on built environment courses, particularly building surveying and facilities management. It addresses the 'who, what, where, when, how and why' of maintenance activities and shows that maintenance should be considered seriously at the design stage. Extensive case studies illustrate what can go wrong, how to put matters right and how to get it right first time, next time.

A professional approach is required to building maintenance. By encouraging maintenance managers to stand back and take a strategic view of building maintenance alongside their day-to-day tasks, this book will help practitioners and students to achieve that.





# BUILDING SURVEYS, 9<sup>TH</sup> EDITION

Author: Peter Glover

Imprint: Routledge

No. of Pages: 367

Publication of Year: 2023

## SYNOPSIS

Building Surveys has been a trusted guide for both students and professionals for nearly 40 years, evolving throughout its nine editions to address the challenges and responsibilities of the building surveying role. It covers everything needed for initial inspections such as equipment, know-how and procedures to writing an accurate report, making it indispensable to those practising in or studying this field.

- This updated Ninth Edition features new material on modern methods of construction, new sustainable materials, new surveying technologies and industry developments in the wake of the Grenfell Fire.
- Essential reading for building construction students, professional surveyors and others who may be required to inspect and report on buildings.
- Illustrated throughout with colour photos showing examples of building defects in full detail.

All the structural aspects of property surveying are explained, covering foundations, walls and roofs as well as what to look out for and how to deal with problems. Materials and techniques no longer in use are covered as well as new technologies, so the reader is prepared for anything they might encounter. Legal considerations and recent cases are also used to illustrate good working practice, making this an extremely practical companion to the subject.





# Selamat Hari Malaysia

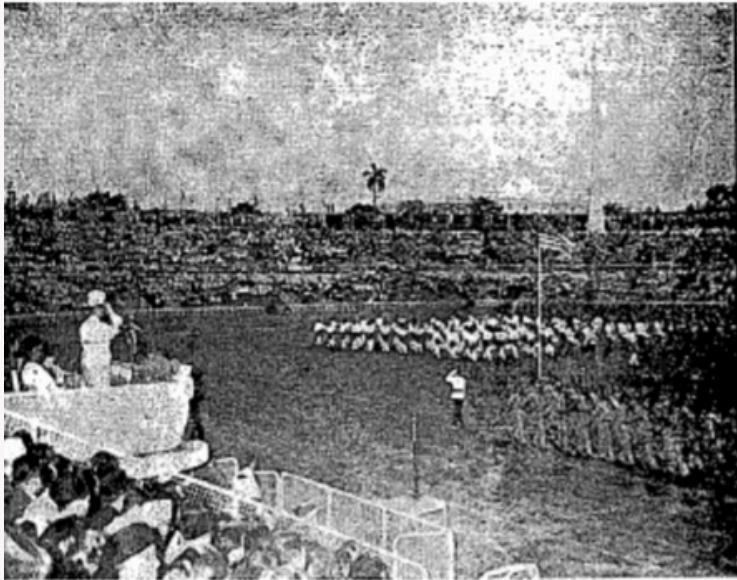


*Yang Teramat Mulia Perdana Menteri, Tengku Abdul Rahman Putra Al-Haj, sedang membaca perisytiharan Malaysia di dalam perayaan menyambut lahirnya negara Malaysia, yang diadakan di Stadium Merdeka, Kuala Lumpur.*

*(Gambar Ihsan Pejabat Penerangan Kuala Lumpur)*



# Selamat Menyambut Hari *Malaysia*



Gambar atas: Yang Maha Mulia Yang di-Pertuan Agung sedang menerima salam kehormatan di dalam salah satu perbarisan yang diadakan di Stadium Merdeka kerana menyambut Hari Malaysia. Di tempat dan waktu yang sama diadakan juga perbarisan oleh penuntut-penuntut.

Gambar bawah: Perarakan kereta berhias adalah salah satu acara yang meriah di dalam perayaan-perayaan menyambut Hari Malaysia di Persekutuan Tanah Melayu. Gambar ini menunjukkan kereta berhias Pejabat Pelajaran Kuala Lumpur – dari Jawatankuasa Kereta Berhias Sekolah-sekolah Kuala Lumpur, telah memenangi hadiah pertama.



## Perayaan-perayaan Menyambut Hari Malaysia di Negeri Persekutuan

(Gambar-gambar Ihsa)



Gambar atas: Bandar Kuala Lumpur meriah dalam menyambut hari Malaysia. Banyak orang mendirikan pintu-pintu gubahan Exchange Bank Association.

Gambar bawah: "Hidup Malaysia" telah diucapkan oleh rakyat Kuala Lumpur dan Petaling.

1 Teks asal  
2 Teks asal





# Selamat Menyambut Hari *Malaysia*

mbut XXX<sup>1</sup> Malaysia di ibu  
an Tanah Melayu

(XXX<sup>2</sup> Kuala Lumpur)



Gambar atas: Kelahiran Malaysia bukan sahaja disambut dengan perayaan-perayaan tetapi juga dengan doa dan sembahyang kesyukuran. Gambar memperlihatkan Yang Maha Mulia Yang di-Pertuan Agong baharu sahaja selesai daripada sembahyang kesyukuran yang diadakan di Masjid Jamek Kuala Lumpur.



Gambar bawah: Jamuan Negara juga diadakan sebagai salah satu acara menyambut lahirnya negara Malaysia. Di sini memperlihatkan pandangan umum di dalam satu jamuan negara yang diadakan di gedung Parliamen yang baharu di Kuala Lumpur.



ncerminkan kegembiraan rakyat di seluruh Malaysia  
lahir negara mereka yang baharu  
rbang hadiah pertama telah dimenangi oleh

XX XXX<sup>2</sup> penuntut-penuntut sekolah-sekolah menen

XX XXX<sup>2</sup>

