

LESSON 3

STUDY SKILLS

What are study skills?

Study skills are formalized learning process or procedure of study. They are abilities or approaches applied to learning. These are developed in order to improve a learner's capacity to learn. Study skills are therefore efficient ways of using your time and mind and with good study skills you will not only learn more thoroughly but you will be less dependent on your teacher. Above all you need to plan your time.

Literature abounds on study skills but one effective method that can be used by students to keep them on track is the called PQRS method. This method systematically arranged the information in a way that it will be easy for students to remember them when answering questions in an exam. The method can also be modified to suit any particular form of learning in most subjects. PQRS is an acronym for **P**review, **Q**uestion, **R**ead, **S**ummary, **and T**est.

Preview: This is the art of reading, in which you allow your eyes to travel rapidly over the pages of a book. It allows the student to look at the topic to be learned by glancing over the major headings or the points in the syllabus.

Question: As you read along you try to ask questions in your mind and also formulate some tentative approaches that you will use to answer the questions.

Read: Reading is the art of reconstructing from the printed page, the writer's ideas, feeling, mood and sensory impression. At this point you should be able to bring out meaningful points from your reading and you should be able to choose the information that best relates to the questions. Also, when you read, be sure to read everything, including tables, graphs and illustrations. Often time's tables, graphs and illustrations can convey an idea more powerfully than written text .It may be important for you here to take down note for the following reasons:

- It helps you to maintain attentiveness as you read
- It helps you to familiarize yourself with primary and secondary materials on a given subject
- It also provides you summary of the text.

However, make sure you note and write down the bibliographical details of the book. Also your note should be brief and at the same time be full enough to still make sense in six months.

Summary: A summary is a brief recollection of your reading. Here you summarize the topic, and bring your own ways of summarizing information into the process and these include written notes, memorizing, and diagrams.

Test: This mean you have to test yourself whether you comprehend and understand your reading. You try and answer the questions created in your mind as fully as possible,

The study skills presented here depend on one thing, and that is your willingness to WANT to improve and do well in school. If you really don't want to make the effort and sacrifice, no amount of suggestions, ideas, or outlines can help much. You are responsible for your action, and effective study skills can help you be a better student. To that end, one last word of advice -- work hard and smart

HOW TO USE BOOKS

A book can be described as a collection of printed sheets bound together between covers. Books can come in different shapes and sizes. Books stimulate interest and satisfy the basic needs for information. In spite of the advent of Information technology books have remained indispensable in learning process. Books are therefore essential to learning; however, you must know how to make use of them in order to aid your learning. It is important to know the different parts of a book and the type of information you can obtain from them, in order to use them effectively.

PARTS OF A BOOK

The Cover –The cover of a book is the outer part of a book. Cover means to put something over or upon, as to protect conceal or enclose. Hence the cover of a book holds the leaves of the book together to protect the book as well as making it easy to handle. The cover usually carries the title and the author of a book.

Spine- is the back part of the book and it faces outward when you shelf the book right. The spine is the binding edge of a book and it carries the book title, author's name, publisher's name and sometimes the logo of the publisher.

Half-Title Page – This page introduces the book, it may carry only the title of the book or at times both the title and the author's name.

Title Page- This page usually contains the title of the book and the name(s) of the author and publisher. The Title page gives you full information about the book. It tells you the who, when, and where of a book i.e. the name of the publisher, the place of publication and the year of the publication. It also shows us whether the book is published under series agreement or not.

Copyright Page - This is usually at the back of the title page. Here the copyright date is found. This page gives you information about the ownership, impress and reprints.

Dedication Page - it is the place where the author dedicates the book to someone.

Table of Contents -This is where a list of the book contents, arranged by chapter, section, subsection, Etc. can be found. This tells you about the topics in the book. The table of contents in a book will help you to find the names of the chapters of the book and the page number where each chapter begins. Each chapter of the book will have a name and usually has a chapter number.

Forward/Preface - An introduction by someone other than the author and it is usually a famous person.

Text (or Body)-The actual words of the book

Glossary -A list of difficult words used in the text with their meanings usually arranged in alphabetical order and printed at the back of the book.

Bibliography- A list of books, articles used or referred by the author at the end of the book.

Index- is a very useful part of a book; it tells you where to find the topics in an informational book. It is a list of names and subjects arranged in alphabetical order at the end of the book. The **index** tells

you the names of the topics in the book and lists the pages where that topic is discussed. Knowing how to use the **index** can save you lots of time and can be very helpful.

HOW TO USE JOURNALS

Journals are essential resources for conducting academic research. They are published periodically, ranging in frequency from monthly to quarterly or even only twice in a year. The key differences between magazines and journals are that journals are written for and by experts in their chosen field and that they focus on a particular research interest while magazines are sources of information on nearly any topic, they are written with the average reader in mind and do not include the depth of coverage that an academic researcher would need. Journals are published in every academic discipline and are used as a means for scholars and researchers to share their research and discoveries with others who are also experts in their discipline. Journals contains the most current and vital information on various disciplines. They usually contain results of researches which may never be found in other form of publications.

PARTS OF JOURNALS

- Article title
- Author's name and affiliations
- Abstract – A very information of what the article is about.
- Key Words- Major terms used in the article
- Main Text
- Tables_ (optional)
- Figures_ (optional)
- Mathematics (optional)
- Conclusions_ – The major findings of the study and recommendation.
- References_ – bibliographical information: records of scholarly works used in the study.

How to use Reference Materials

Reference materials are books that contain factual information and which one can use to obtain specific information directly rather than reading it through from cover-to-cover. Reference books are generally referred to as reference sources and are specially arrange in a systematic order. There are different types of reference books and these include dictionary, thesaurus, catalogue, encyclopedia, atlas, travel guide, bibliography, directory, biographies etc.

Dictionaries - Dictionaries are books that list all the words in a language or subject and give their meanings. The words are organized in alphabetical order. It also gives information such as spellings, pronunciations, usage and origin of such words. Examples of language dictionaries are Oxford English Dictionary and Advanced Learner Dictionary,

Encyclopedias- these are books containing comprehensive knowledge on various branches of disciplines. There are two major types of encyclopedia; general and subject encyclopedia, they can come in single volume or in multiple volumes. Example of these is encyclopedias Britannica and Encyclopedia Americana.

Handbooks- This serve as a guide to users in any subject, they give quick and brief information on a particular subject area. Examples of handbooks are Nigeria Handbook, African South of Sahara.

Biographies- These contain information about important people in the society. It gives information about their birth, education and achievements. It can be restricted to geographical location or group.

Directories: A directory is a list of person or organization usually arranged in alphabetical order, giving addresses of officers and functions of the organization. Examples of this are World of Learning, Commonwealth Universities Directory and Nigerian Telephone Directory.

Manuals: These are books that give instruction on particular areas. They answer question on how can I do this? Example is Teach Yourself Mathematics.

Bibliographies

A bibliography is a descriptive list of data and documents for example list of books used for research or produced by an author. It can also be a list of information sources that are available in any field of knowledge over a particular period or time. Bibliographies do not provide the actual information on a subject of inquiry but lead one to the sources where information can be obtained.

Bibliographies are very useful in literature searching.

Referencing

Making reference to any publication is very important in academic setting, either writing assignment or an article, it is proper to make reference to any publication cited in the body of the text. The most recognized format is the APA format.

Example:

Adeyika, F. A. (2012) Librarianship in perspective: an handbook on the use of library.
Abeokuta, Longman.

It must come in this order

1. Author's name with initials
2. Year of Publication
3. Title of the book
4. Place of Publication
5. Publisher's name
6. Page(s) where such text is cited

Lecturers –In –Charge

Mrs. F. N. Onifade

Principal Librarian

Mr. I. O. Busayo

Principal Librarian

Mr. O. B. Bamigboye

Senior Librarian