DEVELOPING INFORMATION SKILLS FOR LIFELONG LEARNING

INS1502  { 481269}  May/June 2016

Duration  2 Hours  100 Marks

EXAMINERS
FIRST  MRS N WESSELS
SECOND  MRS JJ KNOETZE

Closed book examination

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BOTH SECTION A AND SECTION B ARE COMPULSORY. ANSWER ALL THE QUESTIONS IN THESE TWO SECTIONS.
SECTION A

Answer ALL the questions on a mark reading sheet. Include the unique paper number above on the mark reading sheet. Each question counts 2 marks.

QUESTION 1

Which one of the following statements is correct with regard to academic essays?

1. The heading "discussion" is used for the middle part of an essay
2. A list of sources cited should be in numerical order
3. Subheadings are included in the table of contents

QUESTION 2

The is/are included in the bibliographical reference of an article

1. date of access
2. place of publication
3. volume and number

QUESTION 3

Plagiarism is

1. not a problem at undergraduate level, but is not allowed at post-graduate level
2. copying someone else's work without acknowledgement
3. photocopying from text books without permission

QUESTION 4

The first page of a book is called the

1. title page
2. verso
3. contents

QUESTION 5

The index of a book

1. lists citations in alphabetical order
2. is only found in hard cover printed books

[PLEASE TURN OVER]
QUESTION 6

Mary I Franklin wrote a book in 2012. The title of the book is "Understanding research." It was published by Routledge in London. Which option indicates the correct way to cite this book in a list of references?


QUESTION 7

Which of the following is a Boolean operator?

1. COLON
2. AND
3. QUESTION MARK

QUESTION 8

The Boolean operator OR allows the searcher to

1. broaden a search
2. start a search
3. narrow a search

QUESTION 9

Which of the following would be the correct sequence for call numbers?

1. 302 054 MAIN, 302 084 MEEK, 302 224 MAIN, 302 224 MEEK
2. 302 224 MAIN, 302 224 MEEK, 302 054 MAIN, 302 084 MEEK
3. 302 054 MAIN, 302 224 MAIN, 302 224 MEEK, 302 084 MEEK

QUESTION 10

Which statement is correct for a work plan?

1. You need to do more than one draft of a work plan in order to ensure a satisfactory outcome.
2. A work plan should not be changed once it has been formulated.
3. A work plan is used to plot a course through an information task.
QUESTION 11

Pages on the World Wide Web are written in

1. HTML
2. WWW
3. PDF

QUESTION 12

Look at the following URL and indicate what the co stands for

http://www.absa.co.za

1. company
2. commercial
3. committee

QUESTION 13

The OPAC at the UNISA Library is a/an

1. system designed by Dewey to control knowledge
2. system for classifying information sources according to subjects
3. online system for finding information sources in a specific library

QUESTION 14

Which word or concept in the following topic gives you instructions as to what to do in the task?

"Analyse the marketing role social workers can play in advertising the use of contraceptives in combating AIDS in South Africa"

1. social workers
2. AIDS
3. analyse

QUESTION 15

The process of “learning throughout life” relies on

1. computers
2. planning information tasks at university level
3. information literacy

[PLEASE TURN OVER]
QUESTION 16

The act of **writing** an academic essay includes the following

1. Arranging and evaluating notes
2. Deciding on headings and sub-headings
3. Analysing the sources found

QUESTION 17

The information society refers to a society where

1. oral communication holds sway
2. all information is relevant
3. information is a commodity

QUESTION 18

A/an ____________ is an example of a reference source which could be used to find and complete an academic information task

1. expert
2. library
3. indexing journal

QUESTION 19

The verbs access, evaluate and use represent

1. the work plan
2. various information sources
3. information literacy skills

QUESTION 20

The phases of completing an information task are

1. plan, find, organise
2. locate, select, appraise
3. evaluate, synthesise, present

QUESTION 21

Which reference source will you consult to answer the following question?

“Where can I get a telephone number for my local electrician?”
1 directory
2 thesaurus
3 encyclopaedia

QUESTION 22

A work plan refers to

1 the rules and regulations when writing an essay
2 developing an outline from which to work
3 writing up information in order to explain it

QUESTION 23

Search engines are used to

1 open browsers
2 navigate Google
3 retrieve information from the Internet

QUESTION 24

If the guide words in a dictionary are feast and feline respectively, which of the following list of words will be found on the page?

1 favour, fed, feet, felicitate
2 feather, feed, feign, feel
3 feature, federal, feint, fell

QUESTION 25

A reference or citation of an information source consists of

1 a complete list of sources used
2 alphabetical information
3 bibliographical detail

QUESTION 26

A reference source that provides useful facts and statistics is called a/an

1 glossary
2 almanac
3 periodical
QUESTION 27
The DDC system divides knowledge

1 by subject
2 numerically
3 chronologically

QUESTION 28
During the final phase of an information task you will

1 appraise your essay
2 complete your planning
3 evaluate potential sources

QUESTION 29
I can expect to find geographical information in a/an

1 atlas
2 magazine
3 directory

QUESTION 30
Essential components of a work plan are

1 sheets of paper and index cards
2 definitions
3 keywords

SUB TOTAL: [30x2=60]

SECTION B
Answer ALL SIX QUESTIONS in this section by writing the answers in the examination book

1 Write a paragraph on the concept "information literacy" (5)

2 Why is it important to prepare a work plan before completing an academic task? Write notes on this issue (10)

[PLEASE TURN OVER]
3 Explain a search strategy you will follow in order to write an essay on the following topic
   Discuss the role South Africa played in the outcome of the Second World War (WWII) (10)

4 Briefly discuss one aspect of your choice of the ethical use of information. Why do you regard this as important? (5)

5 What is a definition? What should you keep in mind when writing a definition? (6)

6 Explain the difference between the contents page of a book and a book index (4)

SUB TOTAL [40]

TOTAL: 100
MARK READING SHEET INSTRUCTIONS

Your mark reading sheet is marked by computer and should therefore be filled in thoroughly and correctly.

USE ONLY AN HB PENCIL TO COMPLETE YOUR MARK READING SHEET

PLEASE DO NOT FOLD OR DAMAGE YOUR MARK READING SHEET

Consult the illustration of a mark reading sheet on the reverse of this page and follow the instructions step by step when working on your sheet.

Instruction numbers 1 to 10 refer to spaces on your mark reading sheet which you should fill in as follows:

1. Write your paper code in these eight squares, for instance:

   P S Y 1 0 0 - X

2. The paper number pertains only to first-level courses consisting of two papers:

   WRITE 0 1 for the first paper and 0 2 for the second. If only one paper, then leave blank.

3. Fill in your initials and surname.

4. Fill in the date of the examination.

5. Fill in the name of the examination centre.

6. WRITE the digits of your student number HORIZONTALLY (from left to right). Begin by filling in the first digit of your student number in the first square on the left, then fill in the other digits, each one in a separate square.

7. In each vertical column mark the digit that corresponds to the digit in your student number as follows:

8. WRITE your unique paper number HORIZONTALLY.

   NB Your unique paper number appears at the top of your examination paper and consists only of digits (e.g. 403326).

9. In each vertical column mark the digit that corresponds to the digit number in your unique paper number as follows:

10. Question numbers 1 to 140 indicate corresponding question numbers in your examination paper. The five spaces with digits 1 to 5 next to each question number indicate an alternative answer to each question. The spaces of which the number correspond to the answer you have chosen for each question and should be marked as follows:

◆ For official use by the invigilator. Do not fill in any information here.