INS1502 (494804) May/June 2018

Developing Information Skills for Lifelong Learning

Duration 2 Hours 100 Marks

EXAMINERS
FIRST MRS N WESSELS
SECOND MS EM GEYER

Closed book examination

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This paper consists of 8 pages plus instructions for the completion of a mark reading sheet. It is available in English only.

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

[TURN OVER]
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.

Choose the most correct option.

QUESTION 1

The ability to continuously upgrade one’s workplace skills and knowledge is called

1 information obesity
2 lifelong learning
3 knowledge society

QUESTION 2

One of the requirements in becoming information literate is to be able to

1 communicate through e-mail rather than post
2 vote in student elections
3 find and use information effectively

QUESTION 3

A library catalogue consists of various

1 computer terminals in the library
2 Dewey Decimal Systems
3 bibliographic records

QUESTION 4

Which citation is correct for a journal article??

1 Bawden, D & Robinson, L 2016 Information and the gaining of understanding Journal of Information Science 42(3) 294-299
QUESTION 5
Which word(s) in the following topic gives you instructions as to what to do in the task?

"List and explain the reasons for the outbreak of WWII with special reference to the role nationalism played"

1. WWII, nationalism
2. explain, play
3. list, explain

QUESTION 6
An information source consulted to find specific information and which is arranged for easy reference is called a/an

1. telephone directory
2. reference source
3. internet web site

QUESTION 7
Google Chrome is an example of a/an

1. web browser
2. search engine
3. internet source

QUESTION 8
A work plan is a

1. list of topics to be covered in an assignment task
2. full discussion on the assignment question
3. guide how to work through an assignment task

QUESTION 9
A search engine is useful to access the

1. visible and invisible web
2. visible web only
3. the invisible web only
QUESTION 10

Critical reading in an academic environment is referred to as

1 skim read
2 study read
3 speed read

QUESTION 11

Which date is not included in the citation of a website?

1 date of reprint
2 date of access
3 date of publication

QUESTION 12

Which Boolean operator(s) is used to narrow a search?

1 NOT
2 NOT, AND
3 NOT, OR

QUESTION 13

Identify the keyword(s) in the following topic

Write an essay on the importance of evaluation criteria in searching databases

1 searching, databases
2 search criteria
3 evaluation criteria, databases

QUESTION 14

The act of copying someone else’s work is called

1 copyright
2 South African Act on Access to Information
3 plagiarism

QUESTION 15

Which step does not form part of information retrieval?

1 selecting information
2 compiling a list of sources
3 locating relevant sources

[TURN OVER]
QUESTION 16

Select the correct option regarding a work plan

1. A work plan acts as a draft for an essay
2. A work plan forms part of the study material package
3. A work plan is based on the tutorial letter and the study guide

QUESTION 17

If the guidewords on a given page in a dictionary are *equally* and *equivalent*, which two words should you find on the page?

1. equip, eradicate
2. equerry, equip
3. equally, era

QUESTION 18

An example of a direct reference source is a/an

1. atlas
2. bibliography
3. index

QUESTION 19

The function of a thesaurus is to support

1. meta-search engine queries
2. free text and controlled text
3. organisation and retrieval of information

QUESTION 20

Which type of reference source will you use to answer the following query?

*What does the German word 'Schadenfreude' mean?*

1. general language dictionary
2. subject dictionary
3. translating dictionary

QUESTION 21

The process of reasoning based on what is known is called a/an

1. inference
2. fact
3. assumption

[TURN OVER]
QUESTION 22
Which type of text mapping would be a useful tool if you want to represent the South African Law Society graphically?

1 organogram
2 flow chart
3 mind map

QUESTION 23
Books may have various editions. The original edition is referred to as the

1 first edition
2 primary edition
3 main edition

QUESTION 24
The sentence that contains the main idea of a paragraph is called a ...

1 keyword
2 summary
3 topic sentence

QUESTION 25
Which statement is correct with regard to information tasks?

1 I should include all information in an assignment if it seems relevant, even if I do not understand it
2 Facts must be substantiated with sources
3 I should include marginal information in an assignment

QUESTION 26
Which one of the following criteria is useful to evaluate information on the WWW?

1 Check for currency
2 All acronyms are acceptable
3 Author affiliations are unimportant

QUESTION 27
The study of values including right and wrong is called

1 plagiarism
2 ethics
3 verbatim copying
QUESTION 28

The Unisa Library model can be described as

1. a portal
2. hybrid
3. traditional

QUESTION 29

An OPAC is a/an

1. open access classification
2. online programming course
3. online public access catalogue

QUESTION 30

Which is the correct numerical order for DDC notations?

1. 324 42 MAN, 324 422 MAM, 324 042 ZEB
2. 324 042 ZEB, 324 42 MAN, 324 422 MAM
3. 324 422 MAM, 324 042 ZEB, 324 42 MAN

SUB TOTAL: [30x2 = 60]
SECTION B

1 List the five elements of an essay and explain briefly what each should contain. (10)

2 Discuss the difference between an information source and a reference source. Make use of examples to support your discussion. (10)

3 Compile a citation for the following article. Indicate in which type of source it was published.

   An author, Zawedde Nsibirwa, wrote an article called “Staff education and the preservation of legal deposit materials in South Africa” in 2015 and it was published in “Innovation” It appeared in number 50 in June 2015 on pages 123 to 143 (5)

4 What is a definition and what is its role in an academic task? (5)

5 Explain the evaluation process of information for relevance in an academic task. You can make use of a diagram. (10)

SUB TOTAL: 40

TOTAL: 100
## UNIVERSITY OF SOUTH AFRICA
EXAMINATION MARK READING SHEET

### PART 1 (GENERAL/ALGEMEEN) DEEL 1

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For use by examination invigilator

### IMPORTANT
1. USE ONLY AN HB PENCIL TO COMPLETE THIS SHEET.
2. MARK LIKE THIS:
3. CHECK THAT YOUR INITIALS AND SURNAME HAS BEEN FILLED IN CORRECTLY.
4. ENTER YOUR STUDENT NUMBER FROM LEFT TO RIGHT.
5. CHECK THAT THE STUDENT NUMBER HAS BEEN FILLED IN CORRECTLY.
6. CHECK THAT THE UNIQUE NUMBER HAS BEEN FILLED IN CORRECTLY.
7. CHECK THAT ONLY ONE ANSWER PER QUESTION HAS BEEN MARKED.
8. DO NOT FOLD.

## PART 2 (ANSWERS/ANTWOORD) DEEL 2

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8. MOONIE YOIK.
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.