MEMORANDUMS & ANSWERS

INS1502 2018

MODULE: DEVELOPING INFORMATION SKILLS FOR LIFELONG LEARNING

MODULE CODE: INS1502

YEAR: 2015-2018
Question 1

1. Write notes on the purpose and function of reference in an academic assignment (5)
   - By acknowledging a source in the text you make the reader aware of where the information or idea comes from.
   - List of references you provide full citations that the reader can identify the specific information sources referred to. This enables the reader to identify the information source and verify information cited by reading relevant pages if so desired.
   - A list of references at the end of an assignment or research article or report enables the reader to ascertain what sources have been consulted and whether current information sources which may provide recent information or perspectives have been used
   - By acknowledging a source in the text and listing the source in the list of references you avoid plagiarism and ensure that you make ethical use of information.
   - Evaluating the information you use for your assignments, the readers of your assignments evaluate the quality of your information.
   - By acknowledging your sources you give an indication of the validity of your arguments and quality of the information in your assignments.
   - A list of sources can also be useful for someone looking for information on the topic

2. Discuss important of work plan in terms of academic essay writing (8)
   - They save time
   - Give a clear idea of what the assignment requires before you start gathering information so that you are sure that the information you collect is relevant and complete.
   - Give you a chance to develop your own idea about the topic so that the assignments is not just a regurgitation of sources.
   - You will be able to analyse the question so that you are able to describe what the task is about
   - You will be able to identify key words in your work plan as it would help to clarify exactly what are the topic of the information task is and your focus should be
   - You will be able to identify instructions limitation and format of an assignment
   - You will be able to interpret the topic of an assignment.

3. Write notes on different reference source of your choice (25)
Handbooks

- Handbooks are compact and concise and concentrate on basic, core information on specific subjects.
- One finds handbooks on a wide range of subjects such as motorcycle repairs, chemistry.
- Handbooks often include illustrations and diagrams

Yearbooks

- Yearbooks are published annually and they therefore provide up-to-date information.
- Some are available online as well as in print.
- They provide facts and statistics for a specific year.
- Even when a yearbook is no longer current, it is still useful source of retrospective information if you want details on events that took place in a particular year.
- All the major encyclopaedias publish yearbooks to update the printed main set.
- There are also yearbooks for countries, institutions and subject.
- Each encyclopaedia yearbook has its own index to make access to the information in the year book.

Almanac

- Almanacs are popular fact books which are usually published annually.
- The purpose of almanac is to provide some astronomical and calendar data, but they also provide access to miscellaneous current information and interesting facts, including information and statistics relating to countries.
- They contain maps and charts and retrospective information is also included.

Atlases

- Atlases are collections of maps and charts.
- Maps are available in printed or electronic form.
- Atlases may be international, national or regional in scope.
- There are also different types of atlas such as historical, modern or thematic.
- Thematic or subject atlases emphasise a specific subject or region.
- A printed atlas has an index which lists alphabetically all the countries.
- Many indexes show the exact position of places on the maps by giving grid references.

Directories
• The best known and most used directories are probably telephone directories.
• Telephone directory is arranged alphabetically and lists all the subscribes in a particular area.
• Subscribes are the people and organisations that pay to use telephones and their names and other details are entered into the directory.
• You therefore use this directory to find the names, addresses and telephone numbers of individuals and business in a specific geographic area.
• The first few pages in a telephone directory explain how to use it and give important information such as emergency numbers, dialling code.

Subject encyclopaedias

• Subject encyclopaedias supplement general encyclopaedias.
• Each encyclopaedia deals with only one specific subject and provides information on all aspects of the subject.
• The aim of a subject encyclopaedia is to include topics which would not be covered in a general encyclopaedia and give more extensive information relating to one subject.
• Subject encyclopaedia may be available online
• The printed version usually follows an alphabetical arrangement.
• Some encyclopaedia arrange the information they contain according to topic.

Question 2

1. Draw a table of content for the following topic.

Write an essay on the role lifelong learning plays in the information age

<table>
<thead>
<tr>
<th>Content</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td></td>
</tr>
<tr>
<td>2. Definition of lifelong learning</td>
<td></td>
</tr>
<tr>
<td>3. Role</td>
<td></td>
</tr>
<tr>
<td>3.1 Knowledge</td>
<td></td>
</tr>
<tr>
<td>3.2 Technology</td>
<td></td>
</tr>
<tr>
<td>3.3 Learning</td>
<td></td>
</tr>
<tr>
<td>4. Education</td>
<td></td>
</tr>
<tr>
<td>4.1 Skills</td>
<td></td>
</tr>
<tr>
<td>4.2 New knowledge</td>
<td></td>
</tr>
</tbody>
</table>
2. Do you regard Conclusion as an important part of an essay? Motivate your answer.
   - Yes
   - Conclusion may summarize the main ideas or points made in the essay
   - Interpret the discussion or explain why the discussion is important and what it suggest
   - Conclusion may take the reader from the particular to the general
   - A conclusion should never contain any new material that has not mainly been mentioned in the essay.

3. Compare the use of an academic library and the internet to find information to an academic essay.
   - The internet is not owned by anybody or organisation.
   - There is also no organisation controlling or evaluating what is put on the internet.
   - The internet also grows exponentially-every day more information is placed on the internet.
   - It is not easy to find relevant information for an essay on internet.
   - You need to evaluate information retrieved to use it on your essay.
   - It is easy to find information in academic library as books are arranged in order.
   - Information found in academic library is accurate and have been evaluated.
   - It is easy to reference sources by using sources found in academic library.
   - Academic library provide students with relevant information to use in an essay.
   - Academic library have all recommended books.
Question 3

1. Draw a Venn diagram to illustrate the following query.

*I want information on the use of ICTs in Gauteng*

![Venn Diagram: ICTs AND Gauteng](image)

2. List three logical Boolean operators (3)
   - **OR**
   - **AND**
   - **NOT**

3. Discuss three logical Boolean operators (10)
   - **OR** is used to search for synonymous terms or concepts (I want documents that contain either word: I don’t care which). The query ‘cat’ OR ‘kitten’ OR ‘feline’ OR ‘tomcat’ would return all documents that contained even one of these four keywords or phases. Use OR to string together synonyms.
   - **AND** is used to narrow a search by excluding terms. (I want only documents that contain both/all words.). for example the search ‘cat’ AND ‘kitten’ would return only...
documents that contained both keywords. AND is the most frequently used Boolean command

- **NOT** is used to narrow a search by excluding terms. (I want documents that contain this word, but not if the document also contains another word.) the query ‘cats’ NOT ‘kittens’ would return documents that include cats but not those that include kittens.

Question 4

“Plagiarism defined as the deliberate or reckless representation of another’s, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise (UNC 2007) “Contemplate this quote and discuss the problem of plagiarism in the writing of an academic essay.

1. Identify the keywords.
   - Plagiarism
2. Write down a text reference
   - (UNC 2007)
3. Identify the verbs in this assignment and indicate what they require you to do
   - Contemplate
   - Discuss

Question 5

1. Explain the importance of an introduction in an academic essay

   - An indication of the direction the discussion will take
   - It gives the reader an indication of what is intended by briefly writing line of argument will be.
   - It indicate the order in which discussion will be presented to enable the reader to anticipate what you plan to show or argue.
   - Introduction gives the reader a background information of the essay and it establish a common ground of understanding between you and reader
2. Write brief notes on one reference source of your choice

- Atlases
  - Atlases are collections of maps and charts.
  - Maps are available in printed or electronic form
  - Atlases may be international, national or regional in scope
  - There are also different types of atlas such as historical, modern or thematic.
  - Thematic or subject atlases emphasise a specific subject or region.
  - A printed atlas has an index which lists alphabetically all the countries
  - Many indexes show the exact position of places on the maps by giving grid references.

3. Explain what a work plan is and discuss its value in academic writing

- Work plan
  - A work plan is a detailed accounting of how an individual or group proposes going about accomplishing a specific task.
  - Your plan of how you will work through an information task
  - A work plan improves students skills in writing academic essay
  - It develops good quality standard of an essay assignment

4. What does retrieving information involve?

- Locating relevant sources
- Selecting information

- Locating relevant sources
  - There is a whole range of information sources which could be potentially useful in the library collection
  - We can visit the library or access the library catalogue and electronic sources via the internet
  - There are various types of reference sources, such as encyclopaedias, yearbooks, handbooks.
  - An academic library have many specialised reference sources in its collection.
Question 6

1. How am I going to find sources in the resource collection?

- Large resource collection have particular systems for information retrieval.
- The main retrieval aid is the library catalogue.
- Other retrieval aids include bibliographies, indexing and abstract database.
- A retrieval system provides control over information sources, to enable us to find relevant sources.

2. Briefly discuss the importance of information literacy in the information society

- People would be able to know how information is organized
- Be able to obtain the right information for our purposes
- Know how to work with information
- Information can help us solve problems and make decisions
- Develop information skills

3. What are the purpose and functions of reference in an essay type assignment?

- A list of sources can be useful for someone looking for information on the topic.
- By acknowledging your sources you give an indication of the validity of your arguments and quality of the information in your assignments.
- By acknowledging a source in the text and listing the source in the list of references you avoid plagiarism and sure that you make ethical use of information.
- A list of references at the end of an assignment or research article or report enables the reader to ascertain what sources have been consulted.
- By scanning the references, it is immediately apparent whether important standard text have been consulted and whether current information sources which may provide recent information or perspectives have been used.
Question 7

1. Write notes on the evaluation of information on the internet. (5)
   - Check the credentials of whoever wrote the information.
   - Check who is responsible for the information, this may be a person (single author) or it may be an organisation.
   - Check the date on all the pages on the site, for some topics you want recent information such as statistics.
   - Check if the author cited their information or footnotes to indicate where the information was obtained
   - It is also a good idea to check whether the author is affiliated with particular organisation as this may indicate a bias.
   - Beware of misinformation

2. Write notes on any two sources of information of your choice for four marks each? (8)

   ➢ Yearbooks
   - Yearbooks are published annually and they therefore provide up-to-date information.
   - Some are available online as well as in print.
   - They provide facts and statistics for a specific year.
   - Even when a yearbook is no longer current, it is still useful source of retrospective information if you want details on events that took place in a particular year.
   - All the major encyclopaedias publish yearbooks to update the printed main set.
   - There are also yearbooks for countries, institutions and subject.
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   ➢ Almanac
   - Almanac are popular fact books which are usually published annually.
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   - They contain maps and charts and retrospective information is also included
Question 8

1. What are the five elements in the format of an essay type assignment (5)

- Table of content
- Introduction
- Body
- Conclusion
- List of sources cited

2. List the steps in the evaluation process of information (6)

- Use information resources such as catalogues and databases to identify information sources that may be potentially useful.
- Assess whether the source is potentially suitable for your information need based on the bibliographic information
- Do further evaluation based on the bibliography
- Get hold of the information sources, are there any extraneous factors that will affect suitability such as cost, equipment,
- Read/ study the information source and evaluate the source
- Use the information for your assignment

3. What are the guidelines to effective underlining and highlighting

- Read first and then highlight text.
- Read the headings, headings are labels for what is contained in that section
- Try to only underline major general ideas and the important facts that explain or support the main ideas
- Keep underlining and highlighting to the minimum

4. Explain text mapping strategies

- Text mapping is a visual or graphic method of organising information. It involves drawing to show how ideas or concepts in a chapter or articles are related.
  - When you text map you
- Gain an overview of the text as a whole
- Separate text into parts
5. What are the important points about paragraphs (4)

- Paragraphs have two parts: the topic sentence and supporting detail
- The topic sentence tells us what the paragraph is about, it can appear anywhere in the paragraph but is usually placed first
- Supporting evidence in the paragraph develops the point made by the topic sentence
- There must be sufficient supporting evidence. The supporting evidence must be relevant to the topic sentence

6. What is Call number

- The number which indicates where an information source is located

7. What is Grey literature

- Grey literature can be defined as a body of materials that cannot be found easily through conventional channels such as libraries or publishers.

8. What is the internet

- The internet is a worldwide network of networks, infrastructure. It connects millions of computers together globally, forming a network whereby any computer can communicate with any other computer as long as they are both connected to the internet.
9. There are various kinds of dictionaries. Discuss one in depth (4)

- Subject dictionaries

- Subject dictionaries are available for many different subjects and are especially useful for students who want to establish the correct meaning of specialist terms not included in general language dictionaries.
- They provide more detailed definitions and specific contexts in which the terms are used.
- Sometimes they provide cross references to other useful terms.
- Subject dictionaries may also be available online.
Multiple choice questions

Question 1
1. Information skills refer to
   - The ability to access, evaluate and use information

Question 2
2. Information in the information age is regarded as a/an
   - Commodity

Question 3
3. The main purpose of a library catalogue is to
   - Identify and locate library sources

Question 4
4. Which statement is correct of an information task
   - Information task are tasks requiring the use of information

Question 5
5. A work plan is a
   - List of information sources to solve the information problem

Question 6
6. I am using a book from the library to complete my INS1502 assignment, this is an example of
   - Information

Question 7
7. Indicate the incorrect option
   - I should use the heading ‘body’ for the middle of my essay
Question 8
8. A table of content to a printed source is usually found
   - In the front of a book

Question 9
9. Which statement about the internet is correct?
   - Only peer-reviewed information can be retrieved from the internet

Question 10
10. A URL is a/an
    - Website’s address

Question 11
11. Which statement is incorrect with regard to reference sources?
    - If I want to search for articles on a specific subject, I need to consult a directly

Question 12
12. Which type of text mapping would be the most useful if you wanted to map the hierarchy of the department of social work?
    - Mind map

Question 13
13. Which of the following is a Boolean operator used to broaden searches?
    - OR

Question 14
14. Firefox is a/an
    - E-mail service provider

Question 15
15. The……………. Is included in the citation of a web site
    - Place of publication
Question 16

16. Which steps is in the planning phase of an information task?
   - Locate relevant sources

Question 17

17. Which option is an example of a direct reference source?
   - Library catalogue

Question 18

18. Which statement is correct regarding search engines?
   - Different search engines offer different search options

Question 19

19. Which is the best type of information source to consult if you need a definition of the term bibliography?
   - Subject dictionary

Question 20

20. The purpose of an introduction in an essay is to
   - Give background on the topic

Question 21

21. 529 86 DUP is an example of a/an
   - Call number

Question 22

22. The process of learning throughout life relies on
   - Information literacy

Question 23

23. The information society refers to a society where
   - Information is a commodity
Question 24

24. The verbs access, evaluate and use present
   • The work plan

Question 25

25. A/an……. Is an example of a reference source which could be used to find and complete an academic information task
   • Indexing journal

Question 26

26. The phases of completing an information task are
   • Plan, find, organise

Question 27

27. A work plan refers to
   • Writing up information in order to explain it

Question 28

28. Search engines are used to
   • Retrieve information from the internet

Question 29

29. A reference or citation of an information source consists of
   • Bibliographical detail

Question 30

30. The DDC system divides knowledge
   • By subject

Question 31

31. A reference source that provides useful facts and statistics is called a/an
   • Almanac
Question 32
32. I can expect to find geographical information in a/an
   • Atlas

Question 33
33. During the final phase of an information task you will
   • Appraise your essay

Question 34
34. Essential components of a work plan are
   • Keywords

Question 35
35. The ……. Is/are included in the bibliographical reference of an article
   • Place of publication

Question 36
36. The first page of a book is called the
   • Contents

Question 37
37. Plagiarism is
   • Copying someone else’s work without acknowledgement

Question 38
38. The index of a book
   • Lists citations in alphabetical order

Question 39
39. Which of the following is a Boolean operator?
   • NOT
Question 40

40. The Boolean operator OR allows the searcher to
   • Initiate a search

Question 41

41. Which of the following statements is correct with regard to academic essays?
   • Subheadings are included in the table of contents

Question 42

42. Which statement is correct for work plan?
   • A work plan is used to plot a course through an information task

Question 43

43. Pages on the world wide web are written in
   • WWW

Question 44

44. The act of writing an academic essay includes the following
   • Analysing the sources found

Question 45

45. ICTs are used
   • In all areas of society

Question 46

46. Information literate people
   • Have ability to know when information is needed

Question 47

47. All the information sources in a specific library are called the
   • Catalogue
Question 48

48. In order to find successfully one needs knowledge of
   - The vocabulary of a subject field

Question 49

49. Guide words are found in
   - Handbooks

Question 50

50. An essential part of the process of drawing up a work plan is
   - Interpreting the topic

Question 51

51. Reference sources that provide facts and statistics are
   - Almanacs and yearbooks

Question 52

52. A biographical dictionary may provide information on
   - Oliver Tambo

Question 53

53. An index to a printed source is usually found
   - At the back of the title page

Question 54

54. Which is an example of an information task
   - Planning an essay type assignment

Question 55

55. Which statement is true with regard to academic essays
   - If I present my own point of view it must be substantiated
Question 56

56. Yahoo is a/an
   - E-mail service provider

Question 57

57. Students need to cite information
   - When taking information from sources

Conclusion
Bibliography

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