DEVELOPED INFORMATION SKILLS
An assignment requires that you write an academic essay. Using the list 1-5 below, identify one correct answer that demonstrates the sequence for the general format for an academic essay.

- INTRODUCTION
- DEFINITIONS
- HEADINGS AND SUBHEADINGS
- CONCLUSION
- LIST OF SOURCES

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

“In an essay of 1200 words, explain why South Africa needs more social workers to play a role in combating AIDS in the rural areas in particular”

EXPLAIN


The reference above is a bibliographic citation for a

- JOURNAL ARTICLE

If you type “psych” into a database search, what types of research results would you likely get?

- ARTICLES THAT CONTAIN TERMS SUCH AS PSYCHOLOGY, PSYCHOPATHS, PSYCHEDELIC

Marlene Burger wrote a book in 2010. The title of the book is “Bibliographic style and reference techniques”. It was published by the University of South Africa in Pretoria. Which option indicates the correct way to cite this book in a list of references?

- BURGER, M. 2010. BIBLIOGRAPHIC STYLE AND REFERENCE TECHNIQUES. PRETORIA: UNIVERSITY OF SOUTH AFRICA.

A library research strategy is:

- A PLAN OF ACTION THAT GIVES DIRECTION TO YOUR RESEARCH

The index of a book...

- INDICATES WHICH SUBJECTS ARE COVERED

To find a book in the library on the life of Nelson Mandela, you would look:

- IN THE LIBRARY CATALOGUE

Which would be the best information source to use to find information on the latest research on the AIDS epidemic?

- JOURNAL

Intellectual property copyright and plagiarism refer to the

- ETHICAL USE OF INFORMATION

A bibliography is:

- A LIST OF INFORMATION SOURCES

The twenty-first century is regarded as an/a

- INFORMATION SOCIETY

that instruct you what to do when writing an essay:

- DEFINE

The edition of a publication is:

- A SPECIFIC VERSION OF THE PUBLICATION

The first step in defining a word, is to use

- A DICTIONARY

Which citation is correct for an internet source?

The advantage of a library as opposed to the internet is that....

Libraries contain verified information

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

- Check for currency

The Dewey Decimal System (DDC) divides knowledge...

- By subject

The ISBN of a book is the

- International standard book number

Information skills refer to

- The ability to access, evaluate and use information

Information in the information age is regarded as a/an

- ICT tool

The main purpose of a library catalogue is to

- Identify and locate library sources

Which statement is correct of an information task?

- Information tasks are task requiring the use of information

A work plan is a

- Map of where to go with an information task

I am using a book from the library to complete my INS1502 assignment

This is an example of

- Information

Which option identifies the main topic of the information task described below?

The primary school that your child attends want to start up a computer centre for the learners, but does not have the funds. You are one of a four-person parents` committee which has been elected to investigate how these centre can become a reality

- Computer centre, funds

Indicate the correct option

- I should use the heading “body” for the middle part of my essay

A table of contents to a printed source is usually found

- At the back of the title page

Which statement about the internet is correct

- Traffic on telecommunication lines influences the internet's speed

### QUESTION 2

1 ANALYSE THE FOLLOWING URL AND EXPLAIN EACH ABRIVIATION STANDS FOR

http://www. Standerdban.co.za

- .http

  - The first section is the protocol that the site uses: http:// indicates that the resource is in hypertext
The second section indicates the location of the host computer of the organisation (or individual) which has placed the site on the internet. There are several features in this section which give one important hint. For example www shows that the site is on the World Wide Web; the name of the organisation is usually recognisable (Standard bank in this case).

The third section indicates the location of the host which has placed the side on internet and the country in which it situated. The abbreviation ‘co’ means it is an commercial businesses; the abbreviation ‘za’ is for South Africa.

2 COMPLETE A TABLE OF CONTENTS FOR THE FOLLOWING ESSAY TOPIC

COMPER PLAGIRISM AND COPYRIGHT CONSIDER THE EFFECT ON ACADEMIC WRITING IN YOUR DISCUSSION USE AT LEAST 5 APROPIATE SOURCE OF INFORMAT

○ PLAGIARISM

. Plagiarism is the act of presenting someone else’s words or ideas as if they are your own without any acknowledgement.
. For study and research purposes you are expected to include the information in your own work and ultimately to integrate it into your own knowledge frame work.
. If you use someone else’s ideas in your work and fail to acknowledge this you will be committing plagiarism (Bothma et al.2008: 125

○ COPYRIGHT

. Copyright gives the creator of an original work exclusive right for a certain time period in relation to that work, including its publication, distribution and adaptation; after which time the work enters what is called the public domain.
. Copyright applies to any expressible form of an idea or information that is subjective (something that exists in its own right such as book, CD or DVD) and discrete (separate) and fixed in a medium.
. The percentage usually regarded as fair use is 10 per cent (Wikipedia 2009 SV “Copyright”)

3 BRIEFLY DISCUSS ANY (2) SOURCES OF INFORMATION THAT YOU USE TO COMPLETE ASSIGNMENT EXPLAIN IN A FEW SENTENCES WHY YOU REGARD THESE SOURCES AS IMPORTANT

➢ Save time
➢ Give you 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 ideas about the topic so that the assignment is not just a regurgitation of sources

4 YOU COMPLIE A WORK PLAN DURING YOUR STURDY OF THESE MODULE WHY DO YOU THINK THESE IS AN IMPORTANT SKILL TO HAVE?

➢ A work plan is essential in the preparation of essay writing
➢ It provides a map or blueprint for the final product, which in these case is an essay
➢ In an academic environment you cannot start writing an essay before you have analysed the topic and planed around that topic.
➢ You have to find relevant information sources, read the sources, decide on the headings and sub-headings and make notes.
➢ You have to refine all of these and only then you might be ready to write the final product.
5 LIST TREE INFORMATION SKILLS YOU LEARNED DURING THESE MODULE
   ❖ Information literacy
   ❖ Information skill
   ❖ Information society

6 COMPLETE THE CITATION FOR THE FOLLOWING SOURCE THESE WASA PUBLISHED
   AN AAUTHOR, S HANNABUS, WROTE AN ATICLE CALLED “ISSUES OF INTERLECTUAL PROPERTY”
   IN 1998 IT WAS PUBLISHED IN “NEW LIBRARY WORLD” IT APPER IN VOLUME 999 NUMBER 5 ON
   PAGE 1895 TO 90
   ❖ Author`s name and initials
   ❖ Date of publication
   ❖ Title of the book as it appear on the tittle page