

# DEVELOPED INFORMATION SKILLS

## QUESTION 1

- An assignment requires that you write an academic essay. Using the list 1-5 below, identify one correct answer that demonstrate the sequence for the general format for an academic essay.
  - INTRODUCTION
  - DEFINITIONS
  - HEADINGS AND SUBHEADING
  - 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
- A.L 2002. South Africa`s information industry and Mbeki`s African Renaissance. Mousaion. 20(1); 23-27.  
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....
  - INDECATES 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 DICTIONAREY
- Which citation is correct for an internet source?

- UNESCO/IFLA.2007. Information literacy: an international state-of-the-art report. Second Draft. <http://www.infolitglobal.info>, Accessed on 30 June 2016.
- 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 STANDERD 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 LOCXATE LIBRARY SOURCES
- Which statement is correct of an information task?
  - INFORMATION T5ASKS 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 TITTLE PAGE
- Which statement about the internet is correct
  - TRAFFIC ON TLECOMMUNICATION LINES INFLUENCES THE INTERNETS` SPEED

## QUESTION 2

1 ANALYSE THE FOLLOWING URL AND EXPLAIN EACH ABRIVIATION STANDS FOR

[http://www. Standerdban.co.za](http://www.Standerdban.co.za)

.http

- The first section is the protocol that the site uses : <http://> indicates that the resource is in hypertext

.www.Standerbank.

- 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).

.co.za

- The third section indicates the location of the host which has placed the site 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 COPPYRIGHT CONSIDER THE EFFECT ON ACADERMIC WRITING IN  
YOUR DISCUSSION USE AT LEAST 5 APROPRIATE 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 THREE 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 AOUTHOR, 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