Tutorial Letter 101/3/2018

Developing Information Skills
INS1502

Semesters 1 and 2

Department of Information Science

IMPORTANT INFORMATION:
This tutorial letter contains important information about your module.
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1 INTRODUCTION

Dear Student

Welcome to module INS1502. This module covers information and skills that will help you to understand the basic research process at tertiary level and plan for various information tasks such as academic essays and assignments.

After completing this module, you should be able to find, evaluate, organise and use verified information successfully. You will learn more about reference techniques, writing skills and essay writing. The skills you learn in this module will stand you in good stead throughout your academic and working career.

2 PURPOSE OF AND OUTCOMES FOR THE MODULE

2.1 Purpose

The purpose of this module is to teach students how to plan for information tasks and effectively locate, evaluate and organise information needed to enable them to write information tasks such as academic essays and assignments.

2.2 Outcomes

After completion of this module, you should be able to:

- Competently plan information tasks (such as writing an academic essay);
- Find relevant information for an information task;
- Apply thinking skills to organise retrieved information and write an information task; and
- Compile references or a list of sources cited.

3 LECTURER AND CONTACT DETAILS

3.1 Lecturer

Your lecturer for INS1502: Developing information skills for lifelong learning is Mrs N Wessels. Your lecturer is here to help you. Please, do not hesitate to contact your lecturer if you have any issues that you want to discuss. E-mails will be answered quickly and is the preferred way of keeping contact. Address your snail-mail letters to the lecturer personally. If you do not get a reply at the telephone number, leave a message with the secretary on telephone number (012) 429 6071.

Contact details:
Mrs N Wessels
TvW Building 10-175
Muckleneuk Campus, Pretoria
Telephone (012) 429 6416
E-mail: wessen@unisa.ac.za
3.2 Department

This module is one of the offerings of the Department of Information Science. The department can be contacted at:

E-mail: Infosciencen@unisa.ac.za

Tel Number: 012 429 6071
Fax Number to e-mail: 086 614 2512

3.3 University

The University can be contacted in various ways. Consult your brochure Studies@Unisa in this regard. This brochure is available online on myUnisa, and as a printed copy you received with your tutorial letters.

4 MODULE-RELATED RESOURCES

The INS1502 module is based on a prescribed book, one study guide, and two tutorial letters.

4.1 Prescribed book:

You have to buy the following prescribed book:

ISBN 9781868885954

You can buy the prescribed book from any of the booksellers listed in the brochure Studies@Unisa or directly from Unisa Press at unisa-press@unisa.ac.za or thearl@unisa.ac.za. Contact Unisa Press Bookshop on phone number 012 429 3443.

Please note: The Department of Information Science is not involved in selling the prescribed textbook.

4.2 Recommended books

A very useful book for referencing is:


4.3 Electronic Reserves (e-Reserves)

Check electronic reserves on myUnisa.
Useful links:


### 4.4 Library services and resources information

There are a number of links that you can follow to access library services and resources:

- For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)
- For detailed information, go to the myUnisa website at [http://www.unisa.ac.za/](http://www.unisa.ac.za/) and click on Library.
- For research support and services of personal librarians, go to [http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102](http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102).

The Library has compiled numerous library guides:

- Find recommended reading in the print collection and e-reserves at: [http://libguides.unisa.ac.za/request/undergrad](http://libguides.unisa.ac.za/request/undergrad)
- To request material, you can follow this link: [http://libguides.unisa.ac.za/request/request](http://libguides.unisa.ac.za/request/request)
- Information at the following link will assist you in finding, obtaining and using library resources and tools when conducting research: [http://libguides.unisa.ac.za/Research_Skills](http://libguides.unisa.ac.za/Research_Skills)
- Detail on how to contact the Library/find us on social media/frequently asked questions can be accessed via the following link: [http://libguides.unisa.ac.za/ask](http://libguides.unisa.ac.za/ask)

### 5 STUDENT SUPPORT SERVICES FOR THE MODULE

#### 5.1 Studies@Unisa

Work through the booklet: *Studies@Unisa*. It will help you with general administrative as well as study procedures at Unisa. Please make sure that you understand the content of this brochure. Teaching staff are for example not involved in administrative issues around assignments and examinations.
5.2 Information on tutorial offerings at Unisa

5.2.1 E-Tutors

UNISA is committed to supporting you in your studies. E-tutors have been appointed to assist you to achieve your educational goals. This module is one of those which have e-tutors available. The e-tutors will provide online support and guidance on the myUnisa portal. Please interact actively and participate on the tutor site as this has the dual function of providing tutorial guidance and opportunities for you to engage meaningfully with fellow students. Activate your myLife e-mail account to make use of this added advantage.

Once you have been registered, you will be allocated to a group of students with whom you will be interacting during the tuition period. You will also be allocated to an e-tutor who will be your tutorial facilitator. You will receive an SMS informing you about your group, the name of your e-tutor and instructions on how to log onto myUnisa in order to receive further information on the e-tutoring process. Note that you have to send a request via your myLife e-mail, to be linked to the e-tutor system.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa and are offered free of charge to you, the student. All you need to do, to be able to participate in e-tutoring is a computer with internet connection. If you live close to a Unisa regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these, to access the internet. E-tutoring takes place on myUnisa where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

5.2.2 Face-to Face Tutors

There are no planned face-to-face tutor activities for INS1502.

6 MODULE-SPECIFIC STUDY PLAN

You should spend at least 120 hours studying for this module. You will need to pace yourself throughout the semester to ensure that you keep up with the workload. This is definitely not a module that you can "cram" a few days before the examination. The module, INS1502, is not difficult, but there are a number of information skills and competencies which you have to master.

Note that INS1502 is a semester module. You will register for either Semester I or Semester II. Make sure that you know for which semester you are registered and complete the appropriate assignments.

- Carefully, read through this tutorial letter, namely Tutorial Letter INS1502/101/3/2018. It introduces you to INS1502, discusses examination admission and contains the assignment topics.
• Turn to the study guide for INS1502, and read the Preface. This will give you an overview of the module. The study guide is called:


• Draw up your own study programme, taking the assignment due dates and the examination date (available on myUnisa) into consideration.

• Start working through the study guide as soon as you receive it, together with all the other study material.

• Order your prescribed book immediately as you cannot study the module without it.

7 MODULE PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are practical exercises in your prescribed book and your study guide. It will be to your advantage to work through these. The more you practice information skills at work and at home, the more you will benefit.

8 ASSESSMENT

8.1 Assessment plan

Two compulsory assignments have been set per Semester. You must submit Assignment 01 AND Assignment 02 for the semester you are registered for. Refer to Section 14 for Assignment Topics.

Remember, the combined mark, which you obtain for Assignment 01 and Assignment 02 will count 20% (10% per assignment) of your final mark. As such, you should ensure that you have written and submitted both the compulsory assignments.

8.2 General assignment numbers

8.2.1 Unique assignment numbers

The unique numbers of each assignment is provided with each assignment topic.

8.2.2 Due dates for assignments

<table>
<thead>
<tr>
<th>DUE DATES FOR SEMESTER I</th>
<th>Assignment 01: 14 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignment 02: 18 April 2018</td>
</tr>
<tr>
<td>DUE DATES FOR SEMESTER II</td>
<td>Assignment 01: 10 August 2018</td>
</tr>
<tr>
<td></td>
<td>Assignment 02: 13 September 2018</td>
</tr>
</tbody>
</table>
8.3 Submission of assignments

Your assignments must reach Unisa on or before the due dates for the semester you are registered for. Please remember to give the assignment the same number as the one appearing in this tutorial letter. Assignments can be submitted online via myUnisa (the preferred and more secure option), or posted. If posted, please keep a copy of your assignment.

Enquiries about whether assignments were received by the University should be addressed to:

- **E-mail:** assign@unisa.ac.za
  State the module code, semester and the assignment number when enquiring about an assignment, as well as your student number.

For detailed information on assignment issues, please refer to the brochure *Studies@Unisa*, which you should have received with your study package.

8.4 Assignments

8.4.1 Plagiarism in assignments

If you use the ideas and arguments of other authors or present facts that you have obtained from other published and non-published works, you must cite the sources to indicate where you have found them. You should be honest and use another person’s work as your own. If you fail to acknowledge the sources, you are committing plagiarism. This is a serious academic offence, that can lead to the rejection of your assignment answer. UNISA’s official plagiarism policy can be accessed at:

- [http://cm.unisa.ac.za/contents/departments/tuition_policies/docs/copyrightinfringement_and_plagiarism_policy_16nov05.pdf](http://cm.unisa.ac.za/contents/departments/tuition_policies/docs/copyrightinfringement_and_plagiarism_policy_16nov05.pdf)

8.4.2 Multiple choice questions (MCQs)

Multiple-choice questions are part of the assignment questions that you are asked to complete as part of this module. You might not be familiar with multiple-choice questions. This is an assessment option used to mark many assignments by computer. The value of multiple-choice questions are that answers are assessed objectively. Carneson, Delpierre and Masters (1996)¹ define a multiple choice question (MCQ) as “a question in which students are asked to select one alternative from a given list of alternatives in response to a ‘question stem’”.

Read your Study Guide Preface and your brochure *Studies@Unisa* for more information on MCQs.

8.4.3 Other assessment methods

Assignment 2 uses a different approach to assessment. It contains elements of essay writing, but requires a work plan on the topic provided.

9. EXAMINATION

You will write examinations in May/June or October/November, depending on whether you are registered for Semester I or Semester II.

There is one examination paper for INS1502, which you should complete within a duration of two hours. The examination consists of two compulsory sections:

- Section One consists of multiple-choice questions
- Section Two, is made up of a number of shorter questions.

Please Note: There are no options, and it is not possible to pass the examination by studying the study guide only.

To pass this module, you must obtain a minimum of 50% overall (examination plus assignment marks), subject to the examination sub-minimum of 40%. Your final mark is made up as follows:

- Examination (80%) + Two Compulsory Assignments (10% each) = 100%.

9.1 The Examination Paper

There are 30 multiple choice questions of two (2) marks each for a total of 60%. The other part of the paper, which counts 40% of the marks, consists of a number of short questions.

The examination paper is based on the following:

- The INS1502 study guide.
- Corresponding chapters of the prescribed book.
- The assignments.
- The tutorial letters.

10 FREQUENTLY ASKED QUESTIONS

The Studies@Unisa brochure contains an A-Z guide of the most relevant study information. Please read this carefully. It provides relevant information pertinent to your studies at Unisa.
11 SOURCES CONSULTED

Sources consulted are mentioned throughout this tutorial letter.

12 CONCLUSION

We sincerely hope that this module and its contents will be helpful to you in your further studies.
13 ADDENDUM

13.1 FIRST SEMESTER COMPULSORY ASSIGNMENTS

13.1.1 ASSIGNMENT 01

<table>
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<th>SEMESTER 1: ASSIGNMENT 01</th>
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<tr>
<td>DUE DATE: 14 March 2018</td>
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This assignment consists of twenty (25) multiple-choice questions (MCQs) that you must answer online on myUnisa (the preferred option) or manually using a mark-reading sheet.

You will find instructions on answering MCQs in the booklet *Studies@Unisa*. Please ensure that you read these instructions carefully before conducting this assignment as incorrectly completed MCQs will result in a poor mark.

The unique number for this assignment is 785968

SOURCES TO CONSULT FOR ASSIGNMENT 01

*Prescribed book*


*Study guide*

SEMESTER I
MULTIPLE CHOICE QUESTIONS (MCQs) FOR ASSIGNMENT 1

QUESTION 1

The ability to work with information in order to solve problems is called:

1. Information society
2. Information obesity
3. Information literacy
4. Information overload

QUESTION 2

A newsgroup on the internet provides:

1. Daily news via the WWW
2. News fact files
3. Online discussion forums
4. Social networking

QUESTION 3

You are required to compile a list of sources. Using the list 1-6 below, identify one correct answer that demonstrates the correct sequence for the list of sources:


1. 3, 6, 4, 2, 1, 5
2. 6, 3, 4, 1, 5, 2
3. 3, 6, 4, 1, 5, 2
4. 6, 3, 2, 5, 4, 1
QUESTION 4

Which of the following concepts makes it legally right to reproduce a substantial portion of the works of another person with permission?

1. Freedom of information
2. Copyright
3. Fair use
4. Protection of Personal Information

QUESTION 5

You are required to locate peer-reviewed articles on a topic that was assigned to you. Where would you find this information?

1. Magazines
2. Newspapers
3. Text books
4. Journals

QUESTION 6

Use the following Dewey call numbers to answer this question:

1. 670.33 MORR
2. 671.03 LANS
3. 671.35 SCHU
4. 677 STIR

A book with the call number 671.33 ROSS, would be placed:

1. Between 1 and 2
2. Between 2 and 3
3. Between 3 and 4
4. After 4

QUESTION 7

A periodical index is used to:

1. Find magazine articles
2. Find journal articles
3. Find newspaper articles
4. Find subjects in a book
QUESTION 8

The two main activities involved in retrieving information are:

1. Visiting an academic library; and using the catalogue
2. Reading prescribed books; and writing an essay
3. Locating relevant sources; and selecting the information
4. Identifying the keywords; taking notes

QUESTION 9

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
4. Defining and describing information sources

QUESTION 10

Which of the following is a suitable reference source that could be used to start an information task?

1. Library catalogue
2. Encyclopaedia
3. Dictionary
4. Index

QUESTION 11

The Dewey Decimal Classification system divides knowledge:

1. Into call numbers
2. Chronologically
3. By subject
4. Numerically

QUESTION 12

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

What is the meaning of the German word “Zeitgeist”?

1. Translating dictionary
2. Subject dictionary
3. Explanatory dictionary
4. General language dictionary
QUESTION 13
A reference source that provides useful facts and statistics about a company is called a/an …

1. Yearbook
2. Glossary
3. Almanac
4. Directory

QUESTION 14
Yahoo is:

1. A research database
2. An online catalogue
3. A world wide web site
4. A search engine

QUESTION 15
An example of grey literature is:

1. Magazine
2. Newspaper
3. Brochures
4. Book such as Fifty Shades of Grey

QUESTION 16
I can expect to find geographical information in a/an …

1. Directory
2. Atlas
3. Dictionary
4. Almanac

QUESTION 17
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. Interlibrary loan system
4. Online system for finding information sources in a specific library
QUESTION 18

Government documents concerned with government laws are called:

1. Green and White papers
2. Parliamentary documents
3. Bills and Acts
4. Hansard

QUESTION 19

You are searching for information on the following commercial banks: Nedbank, Absa, and FNB. What would you type into a database search to find the longest list of relevant sources for your topic?

1. Nedbank OR Absa OR FNB
2. Nedbank AND Absa AND FNB
3. Nedbank AND Absa AND NOT FNB
4. Nedbank OR Absa AND FNB

QUESTION 20

Which is the correct URL for the University of New South Wales in Sydney?

1. https://www.unsw.edu.uk
2. https://www.unsw.ac.au
3. https://www.unsw.edu.au
4. https://www.unsw.ac.sy

QUESTION 21

Which statement is correct regarding search engines?

1. Different search engines offer different search options.
2. All search engines include the same information.
3. Search engines offer limited search capabilities.
4. Search engines are examples of classification systems.

QUESTION 22

Which citation for an Internet source is correct?


QUESTION 23

Which statement about the Internet is correct?

1. All information on the Internet is available for free.
2. The Internet is not structured.
3. The Internet includes all publicly available information in the world.
4. Information is checked before it is published on the Internet.

QUESTION 24

Information literacy education: a new role for public libraries? is the title of an article. Which of the words listed below is not a keyword?

1. Information literacy
2. Education
3. Role
4. Public libraries

QUESTION 25

Which statement is correct with regard to an information task?

1. I should include information in an assignment if it is remotely relevant.
2. Information in printed sources is always unbiased.
3. If I present my own point of view it must be substantiated.
4. I should use only the study guide to write an assignment.
Assignment instruction: Compile a work plan for the following essay topic:

“And yet, in the context of globalisation, English is now being reconstructed as a culturally-neutral lingua franca, a universal means of communication desired and appropriated by all users.” (Kayman 2007).

Write an essay on English as a language of global communication in the information society, and discuss why you agree or disagree with the statement by Kayman (2007).

Total for assignment 2: 100

The UNIQUE NUMBER for this assignment is 679311

SOURCES TO CONSULT FOR ASSIGNMENT 02

Prescribed book


Study guide


Own Sources

NB: Part of compiling the work plan is to find sources of your own. This must be evident in the plan. Please use authoritative sources in your plan.

---

GUIDELINES FOR ASSIGNMENT 02

READ THE FOLLOWING GUIDELINES CAREFULLY!

You will not do well if you do not follow these guidelines.

1. Do NOT write an essay, only compile a work plan.

   NOTE: You will receive 0% for this assignment if you write an essay. The idea is to practise how to prepare for an essay before actually writing it.

2. Read the following sections in your study material before you compile your work plan on the above topic:
   
   • A work plan was developed in the Study Guide in Section 2.5.4 for the topic *Explain why buying a pirated DVD or music CD is stealing*. Be guided by this example on how to compile a work plan. Remember, this is not the only way to plan an information task, and yours may look different. **Do not copy this example.**
   
   • Read the corresponding chapters in your prescribed book.

3. The work plan should reflect:
   
   • Your knowledge of the subject matter; and
   • Your ability to draw up a work plan.

4. Include **two definitions** for **one of** the keywords.
   
   • Find one acceptable definition in the literature. Definitions can be found in a dictionary, an encyclopaedia or in research articles. Make sure that you include text references. Your definition must not come from the textbook, study guide or tutorial letters. Find other sources.
   
   • Write one definition relevant to the topic in your own words. This should be your own definition based on several sources. It should not be longer than a brief paragraph. Refer to the prescribed book *Mastering information skills for the 21st century*, for tips on how to write a definition (See pp.185-186).

5. **Your work plan should include:**
   
   • The assignment topic keyword(s)
   • Action words
   • Structured format
   • Indication of the audience
   • Your brief thoughts on the topic/strategy
• Your search strategy
• Headings and sub-headings (See Study Guide p. 10-11)
• Notes on the information (i.e. evidence that you actually read and understood the sources) under the headings and subheadings
• Text references (See Study Guide p. 57)
• A list of references used to find information on the topic (See Study Guide Study Unit 9)

6. Find relevant information sources using a library catalogue, online and bibliographic databases and/or the internet.

7. The key components of the mark sheet that is used to assess this assignment include:

<table>
<thead>
<tr>
<th>Work Plan Content</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>15</td>
</tr>
<tr>
<td>Search Strategy</td>
<td>10</td>
</tr>
<tr>
<td>List of Sources and Text References</td>
<td>15</td>
</tr>
<tr>
<td>Presentation</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

An example of how the mark sheet is used to give you guidance on your answer to Assignment 2 is presented below:
### INS1502 ASSIGNMENT 02 2018: MARK SHEET

Study Unit 2 of your study guide introduces you to work plans. See p 9-11 in the study guide for an example. Please note that this is an example and that you must develop your own work plan. Read chapter 8 in your prescribed book *Mastering information skills for the 21st century*. Read the GUIDELINES on p 14 carefully. In the schedule below we have circled/highlighted explanations which relate to some problem areas in your assignment. Please pay attention to these comments for essay writing, and remember that most of the details you need to study are in the prescribed book *Mastering information skills for the 21st century*. The whole idea is that you compile a blueprint to help you plan and complete an academic essay or any information task.

<table>
<thead>
<tr>
<th>WORK PLAN (WP) (50 marks)</th>
<th>Your mark:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You have not compiled a work plan (WP). *</td>
<td>• Your WP needs to be expanded with additional subheadings.</td>
</tr>
<tr>
<td>• You discussed the wrong topic. *</td>
<td>• You should have brief notes under each heading/subheading in the WP.</td>
</tr>
<tr>
<td>• Your WP is not much more than a repeat of the example in the study guide and shows little insight.</td>
<td>• Your WP needs to be expanded with text references.</td>
</tr>
<tr>
<td>• Identify the keywords.</td>
<td>• Indicate where you found relevant information. Look at par 9.3 in your prescribed book to see how this can be done.</td>
</tr>
<tr>
<td>• Indicate the verbs/actions.</td>
<td>• Your work plan must indicate that you actually read your sources.</td>
</tr>
<tr>
<td>• Your WP has no headings/subheadings. * receives 0%.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEFINITIONS (15 marks)</th>
<th>Your mark:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• See p. 185-188 of your prescribed book for advice on definitions.</td>
<td>• You must write one definition in your own words, not copied verbatim from a source.</td>
</tr>
<tr>
<td>• You do not have definitions as required. Read your tutorial letter 101 carefully.</td>
<td>• Your definition is far too brief and is not explicit enough.</td>
</tr>
<tr>
<td>• You must find and define two keywords that are relevant to the topic.</td>
<td>• You have not included textual references to the sources you used for this definition. A textual reference would look like this: (Marais 1990:355).</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SEARCH STRATEGY (10 marks)</th>
<th>Your mark:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Discuss your search strategy.</td>
<td>• Both Study Guide Unit 1 and the textbook Section 1 have information on search strategies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST OF SOURCES AND TEXTUAL REFERENCES (15 marks)</th>
<th>Your mark:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work through Unit 9 in the Study Guide on compiling references.</td>
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</tr>
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<tr>
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</tr>
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<td></td>
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<td>• Google/Google Scholar is a search engine, not a reference.</td>
<td></td>
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<table>
<thead>
<tr>
<th>PRESENTATION (10 marks)</th>
<th>Your mark:</th>
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<tr>
<td>• Your assignment must be neat.</td>
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<td>• Pay attention to grammar and syntax.</td>
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| ADDITIONAL ISSUES | |
|-------------------||
| • You were not asked to write a complete essay. Read the instructions for this assignment again in *Tutorial letter 101*. You get no marks if you have written an essay. | • It seems as if you rushed this assignment. |
| • You do not seem to be using the prescribed textbook. | • Write in your own words; do not copy verbatim. |

### PLAGIARISM

This is a serious offence. You will receive 0% if caught out. You copied from the following source/s:

<table>
<thead>
<tr>
<th>YOUR FINAL MARK:</th>
<th>%</th>
</tr>
</thead>
</table>
13.2 SECOND SEMESTER COMPULSORY ASSIGNMENTS

13.2.1 ASSIGNMENT 01

SEMESTER II: ASSIGNMENT 01

DUE DATE: 10 August 2018

This assignment consists of twenty (25) multiple-choice questions (MCQs) that you must answer online on myUnisa (the preferred option) or manually using a mark-reading sheet.

You will find instructions on answering MCQs in the booklet Studies@Unisa. Please ensure that you read these instructions carefully before conducting this assignment as incorrectly completed MCQs will result in a poor mark.

The unique number for this assignment is 883717

SOURCES TO CONSULT FOR ASSIGNMENT 01

Prescribed book


Study guide


SEMESTER II

MULTIPLE CHOICE QUESTIONS (MCQ’s) FOR ASSIGNMENT 01

QUESTION 1

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

1. The internet is more expensive to access
2. Libraries have more books on various topics
3. Libraries contain verified information
4. The latter does not require evaluation of information
QUESTION 2

Which citation is correct for an internet source?


QUESTION 3

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
4. Advertisements contain relevant information

QUESTION 4

The Dewey Decimal System (DDC) divides knowledge:

1. Chronologically
2. Numerically
3. By subject
4. By call numbers

QUESTION 5

The ISBN of a book is the:

1. International Standard Serial Number
2. International Standard Bibliographic Number
3. International Standard Book Number
4. International Standard Blog Number

QUESTION 6

A bibliography is:

1. A list of countries
2. Someone’s life story
3. A list of information sources
4. An index of subjects
QUESTION 7

The twenty-first century is regarded as an/a:

1. Industrial society
2. Information society
3. Agricultural society
4. Internet society

QUESTION 8

An important writing skill to learn before writing an essay type assignment is:

1. To agree with the author’s viewpoint
2. To decide on the audience
3. To take notes
4. To complete the module ENN1504

QUESTION 9

The *edition* of a publication is:

1. The year in which an information source was published
2. A specific version of the publication
3. A book in a numbered series of books
4. Issues published during a specific calendar year

QUESTION 10

The first step in defining a word, is to use:

1. Your common sense
2. Your study guide
3. A directory
4. A dictionary

QUESTION 11

A library research strategy is:

1. A list of books on specific topics
2. A plan of action that gives direction to your research
3. A handout explaining how to get books from other libraries
4. A manual describing the proper format for a research paper
QUESTION 12

The index of a book:

1. Lists citations in alphabetical order
2. Is only found in hard cover printed books
3. Indicates which subjects are covered
4. List the sources used in writing the book

QUESTION 13

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

1. In the library catalogue
2. In a biographical dictionary
3. In a periodical index
4. In the reference section

QUESTION 14

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

1. Journal
2. Magazine
3. Book
4. Newspaper

QUESTION 15

Intellectual property, copyright and plagiarism refer to:

1. The South African Act of Access to Information
2. The ethical use of information
3. The application of academic writing skills
4. Protection of Personal Information

QUESTION 16

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.

1. Definitions
2. Introduction
3. Conclusion
4. List of sources
5. Headings and subheadings

1. 2, 1, 5, 4, 3
2. 5, 2, 1, 4, 3
3. 2, 1, 5, 3, 4
4. 5, 2, 1, 3, 4

QUESTION 17

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 combatting HIV/AIDS in the rural areas, in particular.”

1. Social workers
2. AIDS
3. Play
4. Explain

QUESTION 18


The reference above is a bibliographic citation for a

1. Personal interview
2. Journal article
3. Book chapter
4. Internet search

QUESTION 19

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

1. Articles that focus on psychometrics
2. Articles written by psychologists
3. Articles that contain terms such as psychology, psychopaths, psychedelic
4. Articles that cover the latest information on psychology
QUESTION 20

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?


QUESTION 21

Which statement is correct regarding search engines?

1. Different search engines offer different search options.
2. All search engines include the same information.
3. Search engines offer limited search capabilities.
4. Search engines are examples of classification systems.

QUESTION 22

Expository writing refers to …

1. journalistic writing exposing political issues in the media
2. developing an outline from which to work
3. the rules and regulations when writing an essay
4. writing up information in order to explain it

QUESTION 23

Which statement about the Internet is correct?

1. All information on the Internet is available for free.
2. The Internet is not structured.
3. The Internet includes all publicly available information in the world.
4. Information is checked before it is published on the Internet.

QUESTION 24

Information literacy education: a new role for public libraries? is the title of an article. Which of the words listed below is not a keyword?

1. Information literacy
2. Education
3. Role
4. Public libraries

QUESTION 25

Which statement is correct with regard to an information task?

1. I should include information in an assignment if it is remotely relevant.
2. Information in printed sources is always unbiased.
3. If I present my own point of view it must be substantiated.
4. I should use only the study guide to write an assignment.
13.2.2 ASSIGNMENT 02

SEMESTER II: ASSIGNMENT 02

DUE DATE: 13 September 2018

Assignment Instruction: Compile a work plan for the following essay topic:

“And yet, in the context of globalisation, English is now being reconstructed as a culturally-neutral lingua franca, a universal means of communication desired and appropriated by all users.” (Kayman 2007)³.

Write an essay on English as a language of global communication in the information society and discuss why you agree or disagree with this statement.

The UNIQUE NUMBER for this assignment is 852644

SOURCES TO CONSULT FOR ASSIGNMENT 02

Prescribed book


Study guide


Own Sources

NB: Part of compiling the work plan is to find sources of your own. This must be evident in the plan. Use authoritative sources in your plan.

GUIDELINES FOR ASSIGNMENT 02

READ THE FOLLOWING GUIDELINES CAREFULLY!

You will not do well if you do not follow these guidelines.

1. Do NOT write an essay, only compile a work plan.

NOTE: You will receive 0% for this assignment if you write an essay. The idea is to practise how to prepare for an essay before actually writing it.

2. Read the following sections in your study material before you compile your work plan on the above topic:

- A work plan was developed in the Study Guide in Section 2.5.4 for the topic *Explain why buying a pirated DVD or music CD is stealing*. Be guided by this example on how to compile a work plan. Remember, this is not the only way to plan an information task, and yours may look different. **Do not copy this example.**

- Read the corresponding chapters in your prescribed book.

3. The work plan should reflect:
   - Your knowledge of the subject matter; and
   - Your ability to draw up a work plan.

4. Include **two definitions** for one of the keywords.

   - Find one acceptable definition in the literature. Definitions can be found in a dictionary, an encyclopaedia or in research articles. Make sure that you include text references. Your definition must not come from the textbook, study guide or tutorial letters. Find other sources.

   - Write one definition relevant to the topic in your own words. This should be your own definition based on several sources. It should not be longer than a brief paragraph. Refer to the prescribed book *Mastering information skills for the 21st century*, for tips on how to write a definition (See pp.185-186).

5. **Your work plan should include:**

   - The assignment topic keyword(s)
   - Action words
   - Structured format
   - Indication of the audience
   - Your brief thoughts on the topic/strategy
   - Your search strategy
   - Headings and sub-headings (See Study Guide p. 10-11)
   - Notes on the information (i.e. evidence that you actually read and understood the sources) under the headings and subheadings
   - Text references (See Study Guide p. 57)
   - A list of references used to find information on the topic (See Study Guide Study Unit 9)
6. Find relevant information sources using a library catalogue, online and bibliographic databases and/or the internet.

7. The key components of the mark sheet that is used to assess this assignment include:

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Plan Content</td>
<td>50</td>
</tr>
<tr>
<td>Definitions</td>
<td>15</td>
</tr>
<tr>
<td>Search Strategy</td>
<td>10</td>
</tr>
<tr>
<td>List of Sources and Text References</td>
<td>15</td>
</tr>
<tr>
<td>Presentation</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

An example of how the mark sheet is used to give you guidance on your answer to Assignment 2 is presented below:
**INS1502 ASSIGNMENT 02 2018: MARK SHEET**

Study Unit 2 of your study guide introduces you to work plans. See p 9-11 in the study guide for an example. Please note that this is an example and that you must develop your own work plan. Read chapter 8 in your prescribed book *Mastering information skills for the 21st century*. Read the GUIDELINES on p 14 carefully. In the schedule below we have circled/highlighted explanations which relate to some problem areas in your assignment. Please pay attention to these comments for essay writing, and remember that most of the details you need to study are in the prescribed book *Mastering information skills for the 21st century*. The whole idea is that you compile a blueprint to help you plan and complete an academic essay or any information task.

**WORK PLAN (WP) (50 marks)**

- You have not compiled a work plan (WP). * *
- You discussed the wrong topic. *
- Your WP is not much more than a repeat of the example in the study guide and shows little insight.
- Identify the keywords.
- Indicate the verbs/actions.
- Your WP has no headings/subheadings.
* receives 0%.

- Your WP needs to be expanded with additional subheadings.
- You should have brief notes under each heading/subheading in the WP.
- Your WP needs to be expanded with text references. Indicate where you found relevant information. Look at par 9.3 in your prescribed book to see how this can be done.
- Your work plan must indicate that you actually read your sources.

**DEFINITIONS (15 marks)**

- See p. 185-188 of your prescribed book for advice on definitions.
- You do not have definitions as required. Read your tutorial letter 101 carefully.
- You must find and define two keywords that are relevant to the topic.

- You must write one definition in your own words, not copied verbatim from a source.
- Your definition is far too brief and is not explicit enough.
- You have not included textual references to the sources you used for this definition. A textual reference would look like this: (Marais 1990:355).

**SEARCH STRATEGY (10 marks)**

- Discuss your search strategy.

- Both Study Guide Unit 1 and the textbook Section 1 have information on search strategies.

**LIST OF SOURCES AND TEXTUAL REFERENCES (15 marks)**

- Work through Unit 9 in the Study Guide on compiling references.
- You omitted a list of sources.
- Your list is not presented correctly.
- Your list must be alphabetical.
- The list of sources must not be numbered.
- Your sources have no relation to the topic.
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- Sources listed in your text must be reflected in your List of Sources and vice versa.

**PRESENTATION (10 marks)**

- Your assignment must be neat.
- Present your discussion in a logical way.
- Do not use a mixture of languages.
- Repeat the topic to focus.
- Use the correct spelling.

- Avoid repetition
- Use headings and subheadings.
- Your headings must indicate what you will discuss.
- Your work plan is too brief.
- Pay attention to grammar and syntax.

**ADDITIONAL ISSUES**

- You were not asked to write a complete essay. Read the instructions for this assignment again in *Tutorial letter 101*. You get no marks if you have written an essay.
- You do not seem to be using the prescribed textbook.

- It seems as if you rushed this assignment.
- Write in your own words; do not copy verbatim.
- Read carefully through the topic and the guidelines.

**PLAGIARISM**

This is a serious offence. You will receive 0% if caught out. You copied from the following source/s:

**YOUR FINAL MARK:**

- Both/all of you receive 0% for this assignment