# STUDY SKILLS

*A listing of materials available at the Justice Institute Library*

## GENERAL BOOKS

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Publisher</th>
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<tr>
<td><strong>Becoming a Master Student</strong></td>
<td>David Ellis, Doug Toft, and Debra Dawson</td>
<td>Toronto, ON: Nelson Education</td>
<td>(LB 2343.3 E44 2016)</td>
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<tr>
<td><strong>On Course: Strategies for Creating Success in College and in Life</strong></td>
<td>Skip Downing</td>
<td>Boston, MA: Cengage Learning.</td>
<td>(LB 2343.3 D69 2014)</td>
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*A workbook to improve reading, writing, remembering, note-taking and test-taking. Aimed at college students but suitable for adult learners.*
STUDY SKILLS

Study Skills Strategies: Get the Most from Every Minute of Learning by Uelaine A. Lengefeld.

Study Smarter, Not Harder by Kevin Paul. North Vancouver, BC: Self-Counsel Press, a division of
International Self-Counsel Press Ltd. (LB 1049 P37 2014)


Studying Effectively and Efficiently: An Integrated System by Polly MacFarlane and Sandra Hodson.
Toronto, ON: OISE Press. (LB 2395 M143 1989)

Successful Lifelong Learning: Ten Tactics for Today and Tomorrow by Robert L. Steinbach. Menlo

Teach Yourself with Open Learning by Derek Rowntree. London, ENG: Kogan Page.
(LC 5800 R687 1993)

Test-Taking Strategies by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of
Wisconsin Press. (LB 3060.57 K36 2003)
Contains tips and techniques for preparing for tests and writing them.

Test Taking Strategies and Study Skills for the Utterly Confused by Laurie Rozakis. New York, NY:

Up the Ladder: Study and Test-Taking Strategies for Fire Service Personnel by Selma Wilf.

Use Your Head by Tony Buzan. London, ENG: British Broadcasting Corp. (LB 1049 B893 2006)
Designed to help you use your brain efficiently to memorize information and recall it. Buzan
developed mind-mapping, a method of capturing information through key words and to produce
creative thinking.

GENERAL DVDs

D1146 Communication Essentials. Reading Essentials (DVD, 20 minutes)
With simple methods for tackling an immense volume of content, this program helps
students manage workplace reading tasks quickly and efficiently without overlooking
important information. Featured tips show viewers how to stay focused, prioritize reading
matter, and create a comfortable reading environment, while making the best use of
tables of contents, indexes, sub-headings, and more. (McIntyre Media Inc.)
(BF 637 C45 C6647 2010)
STUDY SKILLS

D1992 How to Get Better Grades in School: Discover the 33 Secrets of Smart Students (DVD, 85, 58 minutes)
Discover the 33 secrets of smart students. This student success system shows you how to study smarter, not harder. It covers how to study more efficiently in less time, ace exams, take the best notes, improve your memory, tackle your textbooks with confidence, and much more. (Terry Small) (LB 1049 S63 2004)

WRITING SKILLS - BOOKS

Academic Writing and Grammar for Students by Alex Osmond. Los Angeles, CA: SAGE. (LB 2369 O86 2016)


The Canadian Style: A Guide to Writing and Editing by the Department of the Secretary of State of Canada. Toronto, ON: Dundurn Press. (PN 147 C36 1997)


The Chicago Manual of Style. Chicago, IL: The University of Chicago Press. (PE 1408 C455 2010) (Shelved in Reference section. For Library use only.)


(BF 76.7 C667 2009)

(Q 180.55 M4 B66 2016)

Critical Reading and Writing: A Bedford Spotlight Rhetoric by Jeff Ousborne. Boston, MA:  
Bedford/St. Martin's.  (LB 1050 O97 2014)

Demystifying Dissertation Writing: A Streamlined Process from Choice of Topic to Final Text by  


Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation by Lynne Truss. New York,  
NY: Gotham Books.  (PE 1450 T75 2004)

(PE 1408 S772 2000)  
Covers rules of grammar, principles of composition, words commonly misused and approaches to style.

(PE 1116 T4 A434 1980)

Essentials of English by Vincent F. Hopper, Cedric Gale, and Ronald C. Foote. Hauppauge, NY:  
Barron's.  (PE 1112 H64 2010)

Fit to Print: The Canadian Student's Guide to Essay Writing by Joanne Buckley. Toronto, ON:  
Nelson Education.  (LB 2369 B83 2013)

Gage Canadian Writer's Handbook by Richard Davies and Glen Kirkland. Vancouver, BC: Gage  
Educational Pub.  (PE 1408 D284 2000)

Gender-Free Legal Writing: Managing the Personal Pronouns. Vancouver, BC: British Columbia  
Law Institute.  (KE 265 G454 1998)

How to Prepare a Dissertation Proposal: Suggestions for Students in Education and the Social  
and Behavioral Sciences by David R. Krathwohl and Nick L. Smith. Syracuse, NY: Syracuse  
University Press.  (LB 2369 K725 2005)

STUDY SKILLS


A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers by Kate L. Turabian. Chicago, IL: The University of Chicago Press. (LB 2369 T87 2018)


Road to Readability: Basics of Writing and Editing by Digby Whitman. Chicago, IL: Lawrence Ragan Communications. (PN 162 W457 1984)

**STUDY SKILLS**


**Student's Guide to Writing College Papers** by Kate L. Turabian. Chicago, IL: The University of Chicago Press. (LB 2369 T82 2010)


**Successful Writing for Qualitative Researchers** by Peter Woods. New York, NY: Routledge. (H 62 W653 2006)


**A Way with Words: Guidelines and Appropriate Terminology for the Portrayal of Persons with Disabilities.** Ottawa, ON: Human Resources Development Canada, Office for Disability Issues. (HV 1559 C2 W298 1998) (Shelved in Reference section. For Library use only.)


STUDY SKILLS


WRITING SKILLS - DVDs

D1148 Communication Essentials. Writing Essentials (DVD, 20 minutes)
This program shows how effective written communication is possible for anyone, even those who struggle to complete a simple fax or e-mail. Methods for improvement include gauging the needs of the reader, keeping prose short and simple, emphasizing benefits, avoiding jargon and overblown language, employing a confident yet respectful tone, and more. (McIntyre Media Inc.) (BF 637 C45 C6649 2010)

D495 Plagiarism: It's a Crime (DVD, 22 minutes)
Plagiarism is the one act that can get a student expelled from college -- no questions asked. This program presents the definition of plagiarism and what acts constitute plagiarism. It also outlines ways to keep from committing this academic "crime," and its consequences, using strategies such as time management. (Image Media) (PN 167 P52 2006)

D1961 Writing Under Pressure (DVD, 29 minutes)
Shows how the skills learned in English composition can help in timed-writing situations, ranging from essay exams to on-the-job deadlines. Presents a variety of strategies: use a brief outline to organize ideas; identify the key words (describe, analyse, explain, compare/contrast) in the test question; be aware of the audience; use the language of the discipline; and allow time for proofreading. (Berkow & Berkow) (PE 1471 W75 2000)

Consult these subject headings for more current information or when visiting other libraries:

Authorship
Educational tests and measurements
English language - Composition and exercises
English language - Grammar
English language - Orthography and spelling
English language - Rhetoric
English language - Style
Examinations
Mnemonics (memorization)
Note-taking
Reading
Report writing
Speed reading
Study, method of Technical writing

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