STUDY SKILLS
A listing of materials available at the Justice Institute Library

GENERAL BOOKS

Becoming a Master Student by David Ellis, Doug Toft, and Debra Dawson. Toronto, ON: Nelson Education. (LB 2343.3 E44 2016)


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)

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**WRITING SKILLS - BOOKS**

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


*APA: The Easy Way!* by Peggy M. Houghton and Timothy J. Houghton. Flint, MI: Baker College. (BF 76.7 H68 2009)


(Shelved in Reference section. For Library use only.)


Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success by Charles Lipson. Chicago, IL: The University of Chicago Press. (PN 171 F56 L56 2018)


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)


On Writing Qualitative Research: Living by Words by Margot Ely ... [et al.]. London, ENG: Falmer Press. (PE 1478 O6 1997)


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)

The Student’s Survival Guide to Research by Monty L. McAdoo. Chicago, IL: Neal-Schuman. (ZA 3075 M43 2015)


**STUDY SKILLS**


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**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)

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*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