

# STUDY SKILLS

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

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## GENERAL BOOKS

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

**How to Study** by Ron Fry. Wayne, NJ: The Career Press, Inc. (LB 1049 F794 2016)

**How to Study: And Other Skills for Success in College** by Allan Mundsack, James Deese, and Ellin K. Deese. New York, NY: McGraw-Hill. (LB 1049 M88 2003)

**How to Study in College** by Walter Pauk and Ross J.Q. Owens. Boston, MA: Wadsworth Cengage Learning. (LB 2395 P385 2014)

**Learning for Success: Effective Strategies for Students** by Joan Fleet, Fiona Goodchild, and Richard Zajchowski. Toronto, ON: Nelson. (LB 1049 F48 2006)

**More Learning in Less Time: A Guide for Students, Professionals, Career-Changers, and Lifelong Learners** by Norma B. Kahn. Gwynedd Valley, PA: Ways-to Books, Inc. (LB 2395 K27 1998)

**Note-Taking Made Easy** by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of Wisconsin Press. (LB 2395.25 K47 2003)

**On Course: Strategies for Creating Success in College and in Life** by Skip Downing. Boston, MA: Cengage Learning. (LB 2343.3 D69 2014)

**Peak Learning: How to Create Your Own Lifelong Education Program for Personal Enlightenment and Professional Success**, Rev. and updated by Ronald Gross. New York, NY: G.P. Putnam's Sons. (LC 32 G78 1999)

**Strategies for Studying: A Handbook of Study Skills**. Victoria, BC: University of Victoria. (LC 2395 S778 1996)

**Study Skills: A Student's Guide to Survival** by R. Carman and W. Adams. New York, NY: Wiley. (LB 2395 C26 1984)

*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.  
Rochester, NY: Axzo Press. (LB 2395 L442 2009)

**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)

**Study Smarts: How to Learn More in Less Time** by Judi Kesselman-Turkel and Franklynn Peterson.  
Madison, WI: University of Wisconsin Press. (LB 1049 K47 2003)

**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  
Park, CA: Crisp Publications. (LC 5219 S683 2000)

**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:  
McGraw-Hill. (LB 3060.57 R693 2003)

**Up the Ladder: Study and Test-Taking Strategies for Fire Service Personnel** by Selma Wilf.  
Englewood Cliffs, NJ: Brady. (TH 9120 W55 1992)

**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.*

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### GENERAL DVDs

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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)

- 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**

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- Academic Writing and Grammar for Students** by Alex Osmond. Los Angeles, CA: SAGE.  
(LB 2369 O86 2016)
- Academic Writing: Writing and Reading in the Disciplines** by Janet Giltrow. Peterborough, ON:  
Broadview Press. (PE 1408 G547 2002)
- The Active Reader: Strategies for Academic Reading and Writing** by Eric Henderson. Don Mills,  
ON: Oxford University Press. (PE 1408 H462 2018)
- APA: The Easy Way!** by Peggy M. Houghton and Timothy J. Houghton. Flint, MI: Baker College.  
(BF 76.7 H68 2009)
- The Bare Essentials: Form B** by Sarah Norton and Brian Green. Toronto, ON: Thomson Nelson.  
(PE 1408 N677 2008)
- The Canadian Practical Stylist with Readings** by Sheridan Warner Baker and Lawrence B. Gamache.  
Don Mills, ON: Addison Wesley Longman. (PE 1408 B25 1998)
- The Canadian Press Caps and Spelling** edited by James McCarten. Toronto, ON: Canadian Press.  
(PE 1450 C72 2012)
- The Canadian Press Stylebook: A Guide for Writers and Editors** edited by James McCarten.  
Toronto, ON: The Canadian Press. (PN 4783 C35 2017)
- Canadian Student Writer's Guide** by Chelsea Donaldson. Vancouver, BC: Gage Educational Pub.  
(PE 1408 D653 2000)
- 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)
- A Canadian Writer's Guide** by Jack Finnbogason and Al Valleau. Toronto, ON: Nelson Education.  
(PE 1408 F45 2010)
- The Chicago Manual of Style.** Chicago, IL: The University of Chicago Press. (PE 1408 C455 2010)  
(Shelved in Reference section. For Library use only.)
- College Style Sheet** by Jon Furberg and Richard Hopkins. Vancouver, BC: 49<sup>th</sup> Avenue Press.  
(LB 2369 F873 2005)

## STUDY SKILLS

**The Concise APA Handbook** by Paul Chamness Miller ... [et al.]. Charlotte, NC: IAP Information Age Publishing, Inc. (BF 76.7 M54 2017)

**Concise Rules of APA Style.** Washington, DC: American Psychological Association. (BF 76.7 C667 2009)

**The Craft of Research** by Wayne C. Booth ... [et al.]. Chicago, IL: The University of Chicago Press. (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 Peg Boyle Single. Sterling, VA: Stylus. (LB 2369 S55 2009)

**An Easy Guide to APA Style** by Beth M. Schwartz, R. Eric Landrum, and Regan A.R. Gurung. Los Angeles, CA: SAGE. (BF 76.7 S39 2017)

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

**The Elements of Style** by William Strunk and Elwyn Brooks White. New York, NY: MacMillan Pub.Co. (PE 1408 S772 2000)

*Covers rules of grammar, principles of composition, words commonly misused and approaches to style.*

**The Elements of Technical Writing** by Joseph A. Alvarez. New York, NY: Harcourt Brace. (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)

**Improve Your Writing** by Ron Fry. Boston, MA: Cengage Learning. (LB 1047.3 F796 2012)

## STUDY SKILLS

- The Little, Brown Handbook** by H. Ramsey Fowler, Jane E. Aaron, and Murry McArthur. Toronto, ON: Pearson Longman. (PE 1112 F64 2008)
- 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)
- Mastering APA Style: Instructor's Resource Guide.** Washington, DC: American Psychological Association. (BF 76.8 G452 2010)
- Mastering APA Style: Student's Workbook and Training Guide.** Washington, DC: American Psychological Association. (BF 76.8 G453 2010)
- Mastering Digital Research: A Guide for Students** by Bonnie L. Tensen and Keith Hampson. Toronto, ON: Nelson Education. (Z 710 T45 2009)
- MLA Handbook.** New York, NY: Modern Language Association of America. (LB 2369 G53 2016)  
(Shelved in Reference section. For Library use only.)
- On Writing Qualitative Research: Living by Words** by Margot Ely ... [et al.]. London, ENG: Falmer Press. (PE 1478 O6 1997)
- Pocket Guide to APA Style** by Robert Perrin. Boston, MA: Wadsworth, Cengage Learning. (BF 76.7 P47 2009)
- Process, Form, and Substance: A Rhetoric for Advanced Writers** by Richard M. Coe. Englewood Cliffs, NJ: Prentice Hall. (PE 1408 C5426 1990)
- Publication Manual of the American Psychological Association.** Washington, DC: American Psychological Association. (BF 76.7 P83 2010)
- The Research Paper Handbook: Your Complete Guide** by James D. Lester, Sr. and James D. Lester, Jr. Tucson, AZ: Good Year Books (LB 2369 L395 2005)
- Research Shortcuts** by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of Wisconsin Press. (LB 2369 K45 2003)
- Research Strategies: Finding Your Way through the Information Fog** by William Badke. Bloomington, IN: iUniverse, LLC. (Z 710 B23 2014)
- Research Writing Simplified: A Documentation Guide** by Raymond H. Clines and Elizabeth R. Cobb. Upper Saddle River, NJ: Pearson Education. (LB 2369 C54 2015)
- Road to Readability: Basics of Writing and Editing** by Digby Whitman. Chicago, IL: Lawrence Ragan Communications. (PN 162 W457 1984)
- Secrets to Writing Great Papers** by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of Wisconsin Press. (PE 1408 K557 2003)

## STUDY SKILLS

**Spelling Simplified** by Judi Kesselman-Turkel and Franklynn Peterson. Madison, WI: University of Wisconsin Press. (PE 1143 K47 2003)

**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)

**Successful Writing at Work** by Philip C. Kolin. Boston, MA: Cengage Learning. (PE 1408 K694 2013)

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

**Talking About People: A Guide to Fair and Accurate Language** by Rosalie Maggio. Phoenix, AZ: Oryx Press. (PE 1460 M26 1997) (Shelved in Reference section. For Library use only.)

**Technical Communication: Strategy and Process** by Lilita Rodman. Toronto, ON: Harcourt Brace. (T 11 R64 1991)

**Ten Steps to Help You Write Better Essays & Term Papers** by Neil Sawers. Edmonton, AB: NS Group. (PE 1478 S298 2012)

**They Say/I Say: The Moves that Matter in Academic Writing with Readings** by Gerald Graff, Cathy Birkenstein, and Russel Durst. New York, NY: W.W. Norton & Company. (PE 1431 G73 2018)

**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.)

**What Every Student Should Know About Avoiding Plagiarism** by Linda Stern. New York, NY: Pearson/Longman. (PN 167 S74 2007)

**What Every Student Should Know About Citing Sources with APA Documentation** by Chalon E. Anderson, Amy T. Carrell, and Jimmy L. Widdifield, Jr. Boston, MA: Pearson/Allyn and Bacon. (BF 76.7 A55 2007)

**Write It Up: Practical Strategies for Writing and Publishing Journal Articles** by Paul Silvia. Washington, DC: American Psychological Association. (PN 146 S553 2015)

**The Writer's Diet: A Guide to Fit Prose** by Helen Sword. Chicago, IL: University of Chicago Press. (PE 1408 S79 2016)

**Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences** by Jose L. Galvan and Melisa C. Galvan. New York, NY: Routledge, Taylor & Francis Group. (H 62 G246 2017)

**Writing with Power: Techniques for Mastering the Writing Process** by Peter Elbow. New York, NY: Oxford University Press. (PE 1408 E39 1998)

**Writing with Precision: How to Write so That You Cannot Possibly Be Misunderstood** by Jefferson D. Bates. New York, NY: Penguin Books. (PE 1429 B35 2000)

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**WRITING SKILLS - DVDs**

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- 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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