WRITING & STUDY SKILLS

A listing of materials available at the Justice Institute Library
Always current at: http://www.jibc.ca/library/research-help/bibliographies

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 2017) (Shelved in Reference section. For Library use only.)
The Craft of Research by Wayne C. Booth ... [et al.]. Chicago, IL: The University of Chicago Press. (Q 180.55 M4 B66 2016)


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)


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


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)


Example content from the document:


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)
STUDY SKILLS - 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.


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


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

Contains tips and techniques for preparing for tests and writing them.


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.

STUDY SKILLS - 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)

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)

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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