

UNIT 5 Study Skills

Unit 5 : Study Skills

This final unit of your book deals with study skills that is how to study effectively. If we know how to handle a text, how to make right use of a dictionary, how to use a reference book, our study time will be a good time for us and also we will be able to learn in the best possible way. Unit 5 also contains 2 lessons dealing with how to prepare for tests and exams, for the final evaluation of your course.

Lesson 5.1 : Text book-1

In your courses you will have textbooks to study. If you know how to use a text book efficiently and methodically, it will be much helpful for your study.

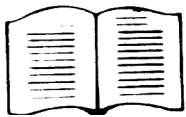


Objectives :

After completing this lesson you will be able to:

- use a textbook efficiently
- tell what the essential reading skills are.

Situation 5.1.1: Reading



There are different types of reading.

- **Serious reading** : When you are for serious study, for example, when you need to know the views of an eminent literary critic, you pay keen attention to everything the critic says and opines. This won't be an easy task to read quickly. You need to read the text very carefully to understand and analyse the key points. This is called "Serious Reading."
- **Average reading** : Sometimes we just want to relax and read something. This reading is not that serious and is meant for enjoyment. With this purpose we may read a fiction, a story or an easier textbook or a newspaper article. In such cases it is not that important to follow an argument closely. This sort of reading can be specified as "Average Reading."
- **Skimming** : Sometimes we want to find out very quickly what a book is all about. In this task we glance at the titles and contents of the book. We just read some parts of the book because we only want to have a general or overall idea of what the book is about. We read it very quickly first to get a general idea. This is called "Skimming."

Situation 5.1.2 : Three reading approaches.



There are three reading approaches.

Reading to get

- a general overall picture of a subject.
- a detailed, organized knowledge of facts and ideas.
- a reference, or answer to a detailed specific question.

When we are to read a book, first we may try to get a general overall picture of the book so that we can decide whether to read the whole book or just to read parts of the book in detail. This is called “Survey”.

Have you ever noted what do we generally find in a book? A book generally contains :

- The title page
- Preface or foreword
- Table of contents
- The Text.

The title page : The title page tells us about

1. the title of the book, i.e. the general subject area of the book
2. the author of the book
3. the date of publication of the book.

Preface or foreword : Preface or foreword of a book indicates about the purpose of the book, that is, why the book is written and for whom it has been written. Just by reading the foreword you may decide whether it would be useful for you to read the book or not. A lot of time may be saved by reading the foreword before going through the book. From the foreword you will know if the book will serve your particular purpose of reading.

Table of contents : Table of contents helps us to find out what is there in the book. This table is usually placed at the beginning, after the title page. It lists the order of the chapters and provides the first page number for each chapter. It will also list the appendices, bibliographies, glossaries and indexes if there are any. It will show you what is covered in the book and possibly how one part is related to another.

The Text : Now, keeping an eye on the chapter headlines, you can flick through the pages quickly. There may be other headings and summaries of chapters. The first paragraph of the chapter usually contains the topic or thesis or the main theme of the chapter. The last paragraph of a chapter sometimes sums up what the author has been saying. So, reading the first

and the last paragraphs is very important in some cases. If there is an index in the book you shall be able to look up a specific topic in an alphabetical list with a page reference.



Review Questions 5.1.1 : Answer the following questions.

1. What is 'Serious Reading'?
2. What is 'Average Reading'?
3. What is 'Skimming'?
4. What are the three reading approaches?
5. Why do we survey?
6. How is a book generally arranged?
7. What does the title page tell you?
8. What do you know from the preface?
9. What is learnt from the 'Table of Contents'?
10. Choose two textbooks - Compare them in details. Now, write down
 - a. The title of the book, the author's name, the place and date of publication.
 - b. Is there any preface, foreword or introduction? Whom is the book for?
 - c. How much information does the 'contents' provide?
 - d. Is the text interesting? Are there summaries of notes at the end of each chapter? Are there pictures, diagrams or tables?
 - e. Is there a glossary and a bibliography? Are they detailed?
 - f. Which book do you find more appealing and why?



Answer key : 5.1

Situation (5.1.1 + 5.1.2) : Review and Test 5.1.1

1. When we are for serious study, for example, when we need to know the views of an eminent literary critic, we must pay keen attention to everything that the critic says and opines. We need to read the materials very carefully to understand and realize the topic/paper. This is called “Serious Reading”.
2. Sometimes we just want to relax and read something. This is not serious reading and is for enjoyment’s sake. This sort of reading is called “Average reading.”
3. Sometimes we want to find out very quickly what a book is all about. We read it to get a general idea. This is called “Skimming.”
4. We read to get a general, overall picture of a subject, to get a detailed, organized knowledge of facts and ideas, to get a reference, or to answer to a detailed specific question - these are the reading approaches.
5. We ‘survey’ to get a general picture of the book, so that we can decide whether to read the whole book or just to read parts of the book in detail.
6. In a book generally we find the Title page, Preface or Foreword, Table of contents, The text.
7. The ‘Title page’ tells us about the title of the book, who is the author of the book, and also the date of publication.
8. The ‘preface’ tells us about the purpose of the book, for who the book is written. Just by reading the Foreword we may decide whether to read the book or not.
9. The ‘Table of contents’ helps us to find out what is there in the book. It lists the order of the chapters and provides the first page number for each chapter. It also lists the appendices, bibliographies, glossaries and indexes, if there are any.
10. Show the answer of this question to your tutor.

Lesson 5.2 : Textbook - 2

This lesson also deals with effective use of a textbook.



Objectives :

After you complete this lesson you will be able to :

- decide what sort of text you need to read
- find out the right reading materials to serve your purpose
- use a text book effectively.

Situation 5.2.1 :



The purpose of reading may be a serious one or it may be just a way of spending time for enjoyment, or on leisure. We may read for:

- a. enjoyment
- b. to find intellectual satisfaction
- c. everyday needs
- d. job needs
- e. personal needs
- f. economic and social needs
- g. problem solving
- h. inspirational and religious needs



Review Questions 5.2.1 :

You may find many different types of reading materials around you. For example

- a. Original text
- b. Dictionary
- c. Annotated edition of original text
- d. Lecture notes
- e. Telephone directory
- f. Newspaper
- g. Diary

Think of some more types of reading materials and list them.



Review Questions 5.2.2 :

For each of the tasks below, decide which reading materials will help you achieve your purpose. You may pick up more than one type of useful materials.

- a. You need to find out the meaning of “Absurdist”
- b. You need to know what was the title of a seminar on environment held last week.

- c. You would like to find out what a poet said about her childhood.
- d. You need to know the format of next year’s examination paper.
- e. You want to know about the latest views of academics on a special area of agriculture.
- f. You need to relax and forget about work.

We learnt that the first step in using a textbook is to ‘survey’ that is to get a general overall picture to decide whether to read the whole book or just to read a part of the book in detail.

When you look through a book you generally have questions in your mind, don’t you?

For example.

Is this book helpful for my topic?

Does it serve my particular purpose?

Is the book easy or difficult to understand?

Does the foreword say that this book is useful for me?

How many pages has it got on my topic?

Does it provide references to the work of other writers?



Review Questions 5.2.3 :

Now choose a book of your subject area and try to answer the questions above (review questions 5.2.2)

Situation 5.2.2 :



So, now we know that the first two steps in using a text book are (a) Survey and (b) Question. The next three steps in using a text book are :

- a) Read
- b) Recall
- c) Revise

a. Read : When you have a textbook in your hand you form questions in your mind about the book. Now, your purpose of reading is to answer those questions. You should look for the main idea now. This main idea may be found in the book as a whole in a chapter of the book, in a section or in a paragraph.

Instead of making notes you may read the text twice. The first reading is for searching for the main idea. The second is for giving more time to support the details. Underlining the main ideas and important details in books sometimes helps the process of learning. You can do this for effective reading.

b. Recall : After reading the text once or twice, you try to remember the main ideas. For how long do you think you will be able to remember that? To remember the main points, you may pause frequently while reading and

recall the main points you have gathered from the text so far. You can also write them down. The process of writing the points down helps very much in the process of remembering.

c. Revise : Just after learning something, in most cases, we forget what we have learnt. If you revise the material forgetting the matter does not take place quickly.

How to revise : You can revise by,

- a. re-reading the chapter very quickly. Remember the questions that arised in your mind and try answer them again.
- b. reading the questions and answers.
- c. discussing with a fellow student and requesting him/her to ask you questions.



Review Questions 5.2.4 :

- a. What are the first two steps in using a text book?
- b. What are the next three steps?
- c. How to read a text book?
- d. What is the process of recalling?
- e. What are the methods of revision?



Answer key 5.2 :

Situation 5.2.1 : Review and Test 5.2.1

Tutorial notes, Critical commentary, Encyclopedia, Auto biography, journal, simplified version of a text, case studies, a history of a period, magazines, past exam papers.

Situation 5.2.1 : Review and Test 5.2.2

a. dictionary, b. newspaper, c. autobiography, d. past exam papers, e. quarterly journals, f. newspaper, a light novel, story book.

Situation 5.2.1 : Review and Test 5.2.3

Discuss the answers in your tutorial class.

Situation 5.2.2 : Review and Test 5.2.4

1. The first two steps in using a text book are : (a) survey (b) question.
2. The next three steps are : (a) read (b) recall (c) revise
3. First we should look for the main idea. Instead of making notes while reading we may read the text twice. The first reading is for searching for the main idea and the second reading is for giving more time to support the details.
4. To remember the main points, we may pause frequently while reading and talk about the points. We can also write them down. The process of writing helps in the process of recalling.
5. a) Re-reading the chapter very quickly. Answer the questions that occurred in mind (b) read the questions and answers (c) revise with a fellow student and ask her/him to ask questions.

Lesson 5.3 : Dictionary

While dealing with a foreign language, one thing that you frequently need is a dictionary. It is very important to learn how to use a dictionary in an efficient way.



Objectives :

After you complete this lesson you will be able to :

- use a dictionary efficiently

A good dictionary is an essential reference book for you to learn English. Using a dictionary efficiently can save your time and energy. Within a short time you can learn many things if you know the right way to use a dictionary. A dictionary depicts the standard language of the community. It is usually as complete as possible. The most useful dictionary will be the one which is a current publication. Whenever you use a dictionary, pick-up an English-to-English dictionary, avoid translation dictionaries. This will help you increase your vocabulary.

A good dictionary provides us with

- a wide range of contemporary vocabulary
- practical explanations and definitions of words in simple language
- many example of phrases and sentences to show how a word is used
- information on structural grammar
- information on verb patterns and usage
- pronunciation of a word
- guidance on style

Situation 5.3.1 : From a dictionary we can learn



- **Spelling:** A dictionary shows the accepted spelling of every word that is listed in it. It also shows the spelling of irregular verb form and plurals.
- **Syllabic division :** A dictionary provides us with syllabic division of each word. This helps to remember the spelling and pronunciation.
- **Pronunciation :** A dictionary tells us how a word is pronounced and stressed.
- **Meaning :** Most words have more than one meanings. The dictionary will list the different meanings of a word providing a context for each use.

- **Part of speech** : A dictionary indicates whether a word is commonly used as a noun, pronoun, verb, adverb, adjective, preposition or conjunction.
- **Usage** : From a dictionary we can know whether a word is typically British or American, formal, dialectal, colloquial, archaic, poetic or slang.
- **Verb patterns** : The dictionary supplies information on syntax and enables us to use be verbs correctly.
- **General information** : In the appendices at the end (sometimes at the first few pages of the dictionary) of the dictionary we will find general information, such as ‘Common Abbreviations.’, ‘Geographical Names’, ‘Shakespeare’s Works,’ ‘A list of signs and symbols,’ ‘Roman Numerals,’ ‘Alphabet of the Greek language,’ ‘Weights and Measures’ and so on.



Activity 5.3.1 : Write the importance of using a dictionary .

Arrangement of words :

A rule is maintained in the arrangement of words in a dictionary. All entries are arranged in alphabetical order, that is from A to Z. When words begin with the same letter, they are arranged according to the second letter. If both the first and second letters are the same, they are arranged according to the third letter, and so on.

How to find a word :

If you look at the top of any page in the dictionary, you will find that two words are in dark black type. They are called “Catchwords”. The word on the left is the same as the first word on the page. The word on the right is the same as the last word on the page. When you are looking for a particular word, you can look only at the “catchwords” first. And when you come across the catchword nearest to the word you are looking for, you can take a look at that page for that particular one.



Review Questions 5.3.1 : List the following words in an alphabetical order.

Mark, Emotion, Fatal, Fantastic, Jolly, Sand, People, Zebra, Swan, Titanic, Cat, Baby, Endow, Muse, Muscular, Enemy, Adverb, Mansion, Knight



Review Questions 5.3.2 : Arrange the following words in alphabetical order.

Knacker, Kite, Knight, Kabuki, Kedgerree, Kitchen, Knave, Kraft.



Review Questions 5.3.3 : The first two letters of the words below are the same. Put them in alphabetical order.

Escarp, especial, estaminet, esclandre.

Spellings :

About 85% of English words have a regular spelling. You might sometime get worried about the difference between British English and American English. However, they are not very much different. Where a difference exists you can take help of a good dictionary. It will indicate the alternative British or American pronunciation, spellings or meanings.

English spellings usually follow some rules. Just remember :

- To add a suffix to a one - syllable word with a single vowel followed by a single consonant, double the first consonant.

Run + er = runner

sit + ing = sitting

- To add a suffix to a word of more than one syllable double the final consonant of the last syllable if it ends in a single vowel followed by a single consonant and if the stress remains on the last syllable.

Begin + ing = beginning

refer + ence = reference (stress moves)

refer + -ed = referred (stress remains)

- Drop the final 'e' before a suffix beginning with a vowel.

Write + ing = writing

believe + -able = believable

(But keep the 'e' in order to keep the soft sound of 'c' or 'g' before suffixes beginning with a, e, or o.

courage + ous = courageous.

- In syllables with a long 'e' sound 'i' comes before 'e' except after 'c'.

believe, grief [But note : seize, leisure]

- For words that end with 'y' following a consonant, change the 'y' to 'i' before adding a suffix (except the words followed by - ing)

busy + -est = busiest

happy + -est = happiest

However, for the plural or third person singular present tense, change the 'y' to 'i' and add - es.

carry + -s = carries

cry + -s = cries

- For words that ends with ‘y’ following a vowel, keep the ‘y’ before adding a suffix.

boy + -ish = boyish

play + -s = plays

But note : pay +-ed = paid

say +-ed = said

Word meaning :

The main purpose of using a dictionary may be to find out the meaning of a particular word. A single word may have quite a number of different meanings. So, while finding the meaning of a word you must check that the meaning given in the dictionary is the meaning you want. Remember, that the particular meaning of a word depends on the context in which it is used.



Review Questions 5.3.4 : Find two examples for each rule. Give two examples for each of the rules on spelling as mentioned in this lesson.



Review Questions 5.3.5 : For each of the following words add the suffix in brackets.

1. support (+ed)
2. forget (+ing)
3. pay (+ed)
4. regret (+able)
5. sit (+ing)
6. hope (+ing)
7. mystery (+ous)
8. marriage (+able)
9. lady (+s)
10. say (+ing)



Review Questions 5.3.6 : Find out the American spellings of the following words.

1. theatre
2. centre
3. catalogue
4. dialogue
5. programme
6. colour



Review Questions 5.3.7 : Find out the different meaning for the word ‘combination’



Answer key : 5.3

Situation 5.3.1 : Review and Test 5.3.1

Adverb, Baby, Cat, Endow, Enemy, Emotion, Fantastic, Fatal, Jolly, Knight, Mansion, Mark, Muscular, Muse, People, Sand, Swan, Titanic, Zebra.

Situation 5.3.1 : Review and Test 5.3.2

Kabuki, Kedgerree, Kitchen, Kite, Knave, Knight, Knocker, Kraft.

Situation 5.3.1 : Review and Test 5.3.3

Escarp, esclandre, especial, estimate.

Situation 5.3.1 : Review and Test 5.3.4

- hit + -ing = hitting
sad + -est = saddest
- occur + ence = occurrence
- deter + -ed = deterred
- love + -ing = loving
desire + -able = desirable
chief, piece
- cosy + -est = cosiest
- costly + -est = costliest
- gay + -est = gayest
stay + -s = stays

Situation 5.3.1 : Review and Test 5.3.5

- supported
- forgetting
- paid
- regrettable
- sitting
- hoping
- mysterious
- marriageable
- ladies
- saying

Situation 5.3.1 : Review and Test 5.3.6

- theater
- center
- catalog
- dialog
- program
- color

Situation 5.3.1 : Review and Test 5.3.7

1. joining or putting together; state of being joined
2. number of persons or things that are joined
3. motor - cycle with sidecar attached
4. suit or under wear in one piece covering body and legs
5. formula, complicated arrangement, for the lock of a safe, strong - room etc.

Unit 5.4 : Reference books

Sometimes you may have to take notes/comments from reference books for your studies. It is very important to know how to make best use of reference books and which reference books. In this lesson we will learn which are reference books, where to find them and how to deal with these books.



Objectives :

After you completing this lesson you will be able to:

- identify which books are reference books
- make effective use of a reference book

Situation 5.4.1 :



In the libraries you will find two types of books that can be borrowed for a certain period and books/materials that cannot be taken out of the library. Reference books, such as encyclopedias, dictionaries, atlases, bibliographies, periodicals, magazines and journals belong to the latter type of materials. Reference books are kept within the library because they have a special value for a lot of people. If these books are taken out of the library by a single person, many others, needing it will not find it there and thus will be deprived.

Reference books:

- have a very wide coverage of information
- are easy to use
- present specialized information very concisely.

The reference books usually found in a library are :

• **Encyclopedias** : You will find many encyclopedias in a library on different issues/subjects. One best known encyclopedia is the ‘Encyclopedia Britannica’. It contains short articles on specific subjects, written by authorities. The articles in this encyclopedia are arranged alphabetically. Many contains cross - references and a brief bibliography. It is revised regularly to keep it up to date and a year-book is issued titled “Britannica Book of the year” which summerises important events and information of the previous year.

Other very well known and much talked about encyclopedias include: “Chambers Encyclopedia” and “Encyclopedia Americana”. Encyclopedias for specific fields e.g. medicine, literature, art and culture, music, religion, bank, science and technology are also found in the library.

- **Year books, Almanacs, Compilations of facts.**

Year books are published annually. A typical example is the ‘Commonwealth Universities Year book’. This book sets out information about all the universities in the commonwealth including lists of the department and the faculty. ‘The world of learning’ is a comprehensive up-to-date directory of educational, cultural and scientific institutions throughout the world. Other examples include ‘Who’s Who’ and the ‘Stateman’s year book.’ Yearbooks, Almanacs and Compilations of Facts can be consulted for miscellaneous facts and statistics.

- **Dictionaries** : One of the best known dictionaries is the ‘Oxford English Dictionary’. ‘Webster’s Third New International Dictionary’ published in America is also very well known. You will also find subject area dictionaries, for example dictionaries of medical terms, science and technology, literary terms, American writers, British writers and so on.

- **Bibliographies** : Bibliographies are alphabetical lists of books and articles dealing with a specific subject or a general area of study. They don’t contain facts but they indicate where to find the facts.

- **Atlases** : ‘The Times Atlas of the World’ and the ‘Reader’s Digest Great World Atlas’ provide a comprehensive collection of maps including a lot of information on population distribution, major resources, sea routes, geology, climactic condition, astronomy, life in the sea, bird migration, the growth of civilization and so on.

- **Periodicals** : Periodicals include, journals, magazines, bulletins and pamphlets that are published periodically - at weekly, monthly, or quarterly intervals. They contain much up-to-date information, opinion and numerous reviews on different subject areas.

Indexes and abstracts :

Indexes and abstracts can be found in the library’s reference section. Indexes are books, usually with a new volume each year, containing alphabetically ordered references to articles on given subjects. And abstracts are summaries of articles allowing you to know whether a certain article is important enough for your project and whether will be worth tracking down.

- **Special Encyclopedias, Reference works, Handbooks and General histories :**

If you want more information about a field than you could find in a general encyclopedia article, you can consult a work that surveys the field or a significant portion of it. Such books are helpful both for locating a technical or historical fact and for acquiring a sense of the whole field before working on narrow problems.

- **Biographies** : Names can be identified and lives studied from the biographies. Some of the well-known biographies include, 'Chamber's Biographical dictionary', 'Contemporary authors', 'Dictionary of American Biography' and so on.



Activity 5.4.1 : Go to a library and list the different type of reference books available there.

Review Questions 5.4.1 : Answer the following questions.

1. Why can't reference books be taken out of a library?
2. Give three examples of reference books.
3. What can be learnt from a bibliography?
4. How do periodicals keep you up to date?
5. Give three examples of Encyclopedias on specific subjects.
6. Name three of the best known periodicals.
7. Name three very well known dictionaries.



Answer key 5.4 :

Situation 5.4.1 : Review and Test 5.4.1

1. Reference books are kept within the library because they have a special value for a lot of people. If the reference book is taken away by a single person, others will be deprived of the book.
2. Encyclopedia, Indexes, Dictionaries, Atlases, Bibliographies– these are reference books.
3. Bibliographies are alphabetical lists of books and articles dealing with specific subjects or general areas of study.
4. Periodicals are published periodically, at weekly, monthly or quarterly intervals. They contain much up-to-date information, opinion and numerous reviews on different subject areas.
5. **Encyclopedias :**
 - Britannica Encyclopedia of American Art.
 - Encyclopedia of World Art.
 - Encyclopedia of Banking and Finance.
6. **Periodicals :**
 - The Spectator
 - The New Statesman
 - Encounter
7. **Dictionaries :**
 - Dictionary of Foreign Terms
 - Modern guide to synonyms and related words
 - Webster’s Collegiate Thesaurus

Lesson 5.5 : Preparing for Tests and Exams - 1

You usually sit for a test for final evaluation at the end of every course. As a student it is very useful for you know how to get ready for the examination. Lessons 5.5 and 5.6 will discuss how you can be well prepared for the examinations.



Objectives :

After you complete this lesson you will be able to :

- tell the importance of revision
- get prepared for examinations

Situation 5.5.1 :



From lesson 5.2 you have learnt about the importance of “Revision”. In fact revision could be a regular process throughout the course.

How can you plan your revision session? Well your revision should be an important part of your study time table. You can plan regular revision session in the following way.

- Start each study session with a review of the last session.
- End each week with a review of the week.
- End each month with a review of the month.
- End each term (or semester) with a review of that term or semester.
- End the year’s course with a review of the course.

In the way mentioned above each topic comes up for review for at least five times. This allows you to reinforce your ability to recall the materials and to draw relationship between the current study material and other topics. Each revision session takes one back past learning and increases the rate of retention of learning. Your workload will never be a load if you are in the revision process on a regular basis.

Methods of revising :

Although revising largely involves going over previously prepared notes it does not mean just passively reading through. To make your revision interesting and effective you may :

- Test yourself at regular intervals
- Try some problems which you haven’t tried before
- Practise listening skills
- Practise Speaking skills - think of different situation and practice accordingly
- Use active recall, reciting, reading, or just verbal recall of your notes

- Discuss your subject with someone
- Check your understanding of your notes
- Ask yourself questions on your learning

Preparation for exams :

Examining your exam

If you successfully apply what you've already learnt throughout your whole course, the exam will not be a problem for you.

Before you take your examination it is often useful to know what sort of exam it is. Check on a number of points :

- How many questions are there?
- Time limit : how much time will you have to answer the questions?
- Total marks : how marks are distributed and what are the criteria for marking?
- Type of questions : fill in the blanks, multiple choice, open ended, essay type, factual listing, practical exam, oral exam, etc.
- How many options will you have? With a number of options you can safely omit one or two topics from your course if necessary.

Preparing for exams :

In the real examination you will always have to work to time. So practise answering many as papers as possible under strict examination conditions. Try to get copies of previous examination papers and practise on them. This will make you feel comfortable when you will go for the actual examination.

You must allow yourself only the normal exam time. Imagine yourself to be in the examination hall and take only those materials which you are allowed to take in the hall. Without interruption or break finish this exam. Then assess yourself. This will show you how much you can actually get done in the time and help you to plan your allocation of time within the examination itself. It will also provide you information whether you've mastered your course and if further revision practice is needed. Practice examination is very important in preparation for real exam. So go for this sort of pre-tests frequently.

The real examination :

For most students preparation for the real examination starts the day before. You must keep ready everything you will be requiring. For example, your ID card, pen, pencil, sharpener, eraser, ruler and whatever else you might need for your particular examination.

Be sure of the place of examination where it is and how to get there. Take enough time to reach the spot in time. Arriving late for an exam can ruin your chances of success. If you are late, the time for answering is also shortened.

Once the examination actually begins and you see the questions paper, take your time. Follow each and every instruction carefully. Don't rush at the paper. Read the instructions carefully to see how many questions you are expected to answer. In case of options, look through the paper carefully. You can put a mark at the side of those you can definitely answer. Begin with answering the easiest questions first, leaving the doubtful ones until later. For listening tests, you might not have time to look back. Listen to the question and keep on answering. If you miss something/some word, just leave it like that and don't waste your time on that. You might miss the next one if you do so. Just continue your task and don't lose track.

Remember, each question should take no longer than the time allowed but sometimes candidates take longer because of an extended answer. So, if a question is taking more than its allotted time, re-read the question and you may not be answering it. Attempt the next one. Try to answer as many questions as possible. Make best use of your time.

Despite the best preparation, you may make silly slips. So do leave time to look over all your answers to correct such mistakes. You may also include points you forget to mention earlier. So, revise your answer sheet before you leave the examination hall.



Review Questions 5.5.1 : Answer the following questions.

1. Should revision take place the just week before the tests?
2. How could you plan a regular revision session?
3. Why should one revise?
4. How can you make revision interesting and effective?
5. How would you examine your exam?
6. How could you prepare for the exam?
7. Why would you take practice examination?
8. What might you have to take to the examination?
9. Why is it important to know the place of examination?
10. Why should one listen to/read the instruction carefully?
11. Why keeping pace with time is so important specially in the listening test?
12. Why is revision of the answer sheet important?



Answer key 5.5 :

Situation 5.5.1 : Review and Test 5.5.1

1. No, instead of the last minutes cramming, revision process should be a regular process throughout the course.
2. I can plan a regular revision session by :
 - (a) Starting each study session with a review of the last session.
 - (b) Ending each week with the review of the week.
 - (c) Ending each month with the review of the month
 - (d) Ending each term or semester with a review of that term or semester.
 - (e) Ending the year's course with the review of the course.
3. One should revise to reinforce one's ability to recall the material and to review the connections made so far between the materials and the topics.
4. To make revision interesting and effective one can test oneself at regular intervals
 - Try some problem which haven't been tried before
 - Practice listening skill
 - Practice speaking skill
 - Use active recall
 - Talk about one's subject with some one etc.
5. It is essential to check on a number of points about an examination
 - How many questions will be there?
 - How much time I'll have?
 - How marks are distributed?
 - What type of questions will be there?
 - How much choice will I have? etc.
6. I can practice exams under strict examination conditions. I can practice on previous exam papers. I should allow myself only the normal exam time. This will show how much I can actually get done in the time and will help me to plan my allocation of time within the examination itself.
7. Practice examination will provide me information whether I've mastered my course and if further revision and practice work is needed. Practice exam is very important in preparation for the real examination.
8. I might have to take my ID card, pen, pencil, sharpener, eraser, ruler etc. to the examination centre.
9. Arriving late for an exam can ruin my chances of success, so its important to be sure of the place of examination.

10. It is important to read/listen to the instructions carefully to see how many questions I am expected to answer.
11. In a listening test if I try to recall the previous question there is possibility of missing the next question. So in listening test it is important to continue the task rather than looking back.
12. Despite the best preparation anyone may make silly slips. So to pick out such mistakes and also to add a few points which are being missed, it is important to revise the answer sheet before leaving the examination hall.

Lesson 5.6 : Preparing for Tests and Exams - 2

Lesson 5.5 discussed how to get prepared for examination. In this lesson you will see why tests are taken, the type of tests, and how to be prepared for different types of tests.

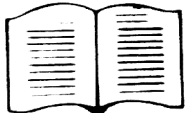


Objectives

After completing this lesson you will be able to :

- tell why tests are taken
- identify the different types of tests
- decide how to take preparation for different types of tests.

Situation 5.6.1 : Types of Tests



Tests and exams are taken to assess your ability of understanding your subject. It gives you a chance to demonstrate what you can do. It projects your mastery over a subject or a skill.

There are different types of tests. For example :

1. **Mastery tests :** These are tests which have to be passed without any mistakes. They are designed to show that you know or can do something completely. For example, driving.
2. **Profiles :** profiles simply record what you can do but make no mention of what you are not able to do. Usually with a profile test you decide when you are ready to demonstrate that you have learnt a new item.
3. **Formative tests:** These tests are designed to help you learn by giving you comments and feed back on what you are able to do. These tests form your learning. Seeing the result of the test you are expected to take action, i.e. this test helps you identify your problem areas and areas of emphasis.
4. **Summative tests :** Summative tests summarise what you know or can do at a particular time. For example, your end of the course exam is a summative test.

Remember that different types of tests indicate different follow-on-action as indicated below :



Test type	Follow on action.
Mastery	Usually you are now permitted to carry out some restricted activity, e.g. driving.
Profile	No particular action. You just keep adding to your profile.
Formative	Learn the items which you did not know/could not do.
Summative	To decide what you will do next. e. g. whether you are eligible to take a higher degree course.

Preparing for assessments :

You may recall the methods you have followed in the past, in preparation for exams. List the methods which you used and assess how effective they were for you. The best method of preparation depends on the contents of the test.

Preparing for knowledge-based tests :

Remember that effective recall of knowledge depends on its having been learnt in a systematic and meaningful way. Make sure that your notes are organized to

1. Make everything meaningful
 2. Highlight key points
 3. Show structures and relationships
 4. Emphasise differences.
- Now test yourself (you can take help of your tutor/friend) to identify what you know well.
 - If you do not know something well, practice that by
 - a. Answering past exam questions
 - b. Solving situations
 - c. Inventing your own questions to answer
 - d. Explaining the item to an imaginary audience (role-playing)

Preparing for application tests :

In preparing for listening, speaking, reading and writing tests

- find books, past papers etc. with lots of topics or invent your own topics and practise.
- practise listening and speaking skills with friends and family members.

Preparing for practical tests :

While preparing for practical tests you need to find out, for example

- How long will be the test?
- What are the things you need to take with you?
- How will be the paper marked?

Tactics

Doing the best in a test requires you to waste no effort and giving the best shot. You have limited time and need to make every minute count.

While taking a test

1. choose which questions to answer.
2. decide how much time you can spend on each question.
3. decide on how detailed each answer should be.

Choosing your questions

Read through all the questions and

1. put a tick against those you can answer correctly well
2. put a cross against those which you are sure won't attempt
3. put a question mark against the others.

If you can answer the required number of questions using only ticked questions, do that. If you have not ticked enough questions to complete the paper, try to answer a mixture of 'ticked' and 'question - marked' questions. Try to answer maximum number of questions.

Deciding on the time for each question

In deciding on timing, consider whether to

- spend the same time on each question.
- spend less than the average on your best known question. (because you can answer them quickly)
- spend more time than average on your best answer (because you want to increase your overall mark)

Decide on the order

How would you decide to maintain the order in answering?

- the order on the paper?
- your best questions first?
- your less known questions first?

In general the safest order is to answer the best known questions first. You may spend a little extra time on them. But make sure that you leave enough time to answer the other questions as well. You must answer as many questions as possible to complete the paper.



Review Questions 5.6.1 : Answer the following questions.

1. Are there different types of tests? What are they?
2. What is the aim of a Profile test?
3. How is a Formative test designed?
4. What is the aim of a Summative test?
5. What are the follow up actions of Formative and Summative tests?
6. What are the purposes behind organising your notes?

7. What methods will you follow in practising skills which you don't know well?
8. How would you prepare yourself for preparing for Application test?
9. While taking a test what tactics you might need to follow?
10. Which is the safest order followed generally in answering questions?



Answer Keys : 5.6

Situation 5.6.1 : Review and Test 5.6.1

1. There are : Mastery tests, Profiles, Formative tests and Summative tests.
2. Profile tests simply record what one can do.
3. Formative tests are designed to help one learn by giving comments on what one is and isn't able to do.
4. Summative test summarises what one knows or can do at a particular time.
5. Formative test helps one to learn the item which one didn't know, could not do.
Summative test : to helps decide what one will do next.
6. The purposes of organising notes are to
 - make everything meaningful
 - highlight key points
 - show structures and relationships
 - emphasise differences.
7. For practicing the skills which I don't know well, I can practice by
 - answering past exam questions
 - solving situations
 - inventing questions to answer
 - explaining the item to an imaginary audience
8. While preparing for application test one can find suitable books, past-papers etc. with lots of topics and practice on them.
9. While taking a test, one can
 - choose which questions to answer
 - decide on how detailed each answer should be.
10. In general, the safest order is to answer the best known questions first.

Lesson 5.7 : Review and Test.

Situation 5.7.1 : Review and Test



Text Book

In a book generally we find

1. The title page
2. Preface or Forewords
3. Table of contents
4. The text.



Review Questions 5.7.1 : In lessons 5.1 and 5.2 we have learnt about the different types of reading. Now answer the following questions.

1. Recall the different reading approaches .
2. What do we know from a Preface?
3. What do we find in a Table of Contents?
4. Choose a test book, list down :
 - The title of the book
 - The author's name
 - The place and date of publication
 - Who is the book for?
 - How much information does the content provide?
 - Is the text interesting?
 - Are there pictures in the book?
 - Is there a glossary and a bibliography?
 - Are they detailed?

Show the answers to question 4 to your tutor. You can also discuss them with your friend/fellow class mate.

5. Recall the purposes of reading.
6. What sort of reading materials do we find around us?
7. What is meant by R.R.R.?
8. How can you revise?

Dictionary



Review Questions 5.7.2 : Answer the following questions.

1. What are the qualities of a good dictionary?
2. What can we learn from a dictionary?
3. Arrange the following words as will be in a dictionary:

Book, pen, pencil, cannon, poetry, earth, bath, furious, candle, ferocious, silent, yet, yellow, wolf, cat, umbrella, sign, signature, tune, dog, elephant.

4. Find out the different meanings for the word “bundle” showing its different uses.

Reference books.



Review Questions 5.7.3 : Answer the following questions.

1. Give examples of reference books.
2. Go to a library and find out :
Encyclopedias, Yearbooks, Dictionaries, Bibliographies, Atlases, Periodicals. Make a list of them (at least 3 for each kind)
3. Make a list of Indexes and Abstracts, Special Encyclopedias, and Biographies. (At least 3 for each kind)

Preparing for tests and examinations :



Review Questions 5.7.4 : Answer the following questions.

1. Why should one revise regularly?
2. How would you prepare yourself for the real exam?
3. Why is it so important to be sure of the place of the examination?
4. Why reading the instruction is so important?
5. Why do you need some time to revise before you submit your answer sheet?
6. How would you decide on the time for each question?

At home, take practice tests frequently to see if you can keep pace with the time given. Practice test will make you more confident about the real test.



Answer key 5.7 :

Situation 5.7.1 : Review and Test 5.7.1

1. The reading approaches could be to get
 - a general, overall picture of a subject.
 - a detailed, organised knowledge of facts and ideas.
 - a reference or answer to a detailed specific question.
2. From a preface we can get information about why the book is written and who it is for and also decide whether to read the book or not.
3. The Table of contents help us to find out what is there in the book.
4. Show the answer of this question. (question 4) to your tutor.
5. The purpose of reading may be for
 - enjoyment
 - to find intellectual satisfaction
 - everyday needs : job needs, personal needs
 - economic and social needs
 - problem solving, inspirational and religious needs
6. We find : newspaper, telephone directory, dictionaries, magazines, textbooks, diary etc.
7. By R.R.R. we understand, Read, Recall and Revise.
8. We can revise by.
 - Re-reading the chapter very quickly : remembering the questions those occurred in mind and answering those again.
 - Reading the questions and answers
 - Revising with a fellow student and asking her to ask questions.

Situation 5.7.1 : Review and Test 5.7.2

1. A good dictionary will provide
 - a wide range of contemporary vocabulary
 - practical explanation and definition.
 - many example phrases and sentences to show how a word is used
 - information on structural grammar
 - how a word is pronounced etc.

2. We can learn :
 - spelling
 - syllabic division
 - pronunciation
 - meaning
 - part of speech
 - verb patters etc.
3. bath, book, candle, cannon, cat, dog, earth, elephant, ferocious, furious, pen, pencil, poetry, sign, signature, silent, tune, umbrella, wolf, yellow, yet.
4. bundle :
 - a) number of articles fastened, tied or wrapped together
 - b) make into a confused heap
 - c) put together in, put away without order
 - d) send or go in a hurry or without ceremony.

Example:

- a. A bundle of sticks
- b. We bundled everything up
- c. We bundled everything into a drawer
- d. They bundled him in a taxi

Situation 5.7.1 : Review and Test 5.7.3

1. Encyclopedias, dictionaries, journals, biographies, bibliographies, atlases etc.
2. **Encyclopedia :**
 - Chamber’s Encyclopedia
 - The New Columbia Encyclopedia
 - The Random House Encyclopedia

Year books :

- The Americana Annual
- Britannica Book of the Year
- Collier’s Year book

Dictionaries :

- Dictionary of foreign terms
- Roget’s International Thesaurus
- Webster’s New Third International Dictionary

Bibliographies :

- The New Cambridge Bibliography of English Literature

- Cumulative book Index
- Subject guide to Books in Print

Atlases :

- Atlases of world history
- Britannica Atlas
- Cosmopolitan World Atlas.

Periodicals :

- The listener
- Encounter
- New society

3. Indexes and abstracts :

- Abstracts in Anthropology
- Biography index
- Chemical Abstracts

Special Encyclopedia :

- The Oxford Companion to Art
- Annals of English Drama
- The Cambridge ancient history

Biographies :

- Chamber's Biographical Dictionary
- Contemporary authors
- Webster's American Biographies.

Situation 5.7.1 : Review and Test 5.7.4

1. One should revise to reinforce one's ability to recall the material and to review the connections made so far between the materials and the topics.
2. I can practice exams under strict examination conditions. I can practice on previous exam papers. I should allow myself only the normal exam time. This will show how much I can actually get done in the time and will help me to plan my allocation of time within the examination itself.
3. Arriving late for an exam can ruin my chances of success, so it's important to be sure of the place of examination.
4. It is important to read/listen to the instructions carefully to see how many questions I am expected to answer.

5. Despite the best preparation anyone may make silly slips. So to pick out such mistakes and also to add a few points which are being missed, it is important to revise the answer sheet before leaving the examination hall.
6. In deciding on timing for each question, consider whether to
 - spend the same time on each question
 - spend less than the average on the best known questions
 - spend more time than average on the best known questions.