

How to use books & Libraries

- 1 Books: General points.
- 2 Why read them?
 - a) To gather specific information required for your work e.g. Data.
 - b) To prepare for a lesson/lecture.
 - c) To find material for essays
 - d) To provide material for your general notes.
 - e) For pleasure
 - f) To increase your general understanding of a topic.
 - g) To exercise your intellectual skills, to stretch yourself.
 - h) Others.
- 3) Choosing a book
 - a) Is a book accessible to you: can you understand it. It may be that the book reads like jargon (academic terminology). Try and find a book that is on the same subject but easier to understand, and then having some grasp of the issue return to the more difficult one if it is a requirement of your course.
 - b) Always look at the publishing data, perhaps the most important things are the copyright date and the edition.
 - c) Look at Index, Chapter headings & Subheadings, Sleeve notes and the introduction. Look up something you know about and see to what depth the text deals with the topic. Is the way it deals with the topic relevant to your work?
- 4) Reading Books

Types of reading

- a) Receptive reading: Listening to a tale. Reading takes place at a steady pace.
- b) Reflective reading: Think carefully about what the text is about. You may need to reread passages to understand them. You will analyse and compare the material, this is when you think critically about the work you are reading. This is what is most necessary for academic work.
- c) Skimming: EG when you use a cookery book to see what a suitable recipe is. This can give you some idea of what the material is about.
- d) Scanning: EG with a telephone directory: when you are on the lookout for a particular name.

Very often you will only have to read a small portion of a book; this of course is related reason why you are reading it. Skim through a relevant chapter to get some idea of the subject and then scan to find the particular section you are interested in. use receptive reading to prepare yourself for the more demanding task of reflective

reading.

Reading by itself is not necessarily learning.

You have to be active to learn: So take notes:

Refer to lesson 1 on note taking main points.

- 6) Learning from reading
 - a) Divide the text up into manageable portions, this is the time to make sure that you understand what you have been reading about. Apart from direct quotations try to put everything in your own words.
 - b) Review: Reskim through the chapter: have you noted all the main points. Are your notes relevant for your purpose? It might be useful to organise your notes into a mind map.
 - c) A photocopier is capable of copying great chunks of text: copying is not taking notes

7) Using Libraries

- a) Find a friendly librarian
- b) Get used to the filing system
- c) Join all the libraries you can
- d) The library as a place of study.