
Part 3: Training on university work techniques

3.1 Defining information

It defines what an entity or concept is and the essence and nature of it, helping people understand instructions, explanations, examples and theories. Understanding information and information sources can help you develop professional capabilities, like communication skills, to use across any industry or role.

The process of collecting sources is not always an easy task. The variety of materials and the absence of clear criteria of selection may make this task rather challenging and boring sometimes.

3.2 Types of Information Sources

Information can come from virtually anywhere media, blogs, personal experiences, books, journal and magazine articles, expert opinions, encyclopedias, and web pages and the type of information you need will change depending on the question you are trying to answer.

Type	Use
Magazine: A magazine is a collection of articles and images about diverse topics of popular interest and current events. Usually, these articles are written by journalists or scholars and are geared toward the average	• to find information or opinions about popular culture • to find up-to-date information about current events

adult. Magazines may cover very "serious" material, but to find consistent scholarly information, you should use journals.	• to find general articles for people who are not necessarily specialists about the topic
Journal: A journal is a collection of articles usually written by scholars in an academic or professional field. An editorial board reviews articles to decide whether they should be accepted. Articles in journals can cover very specific topics or narrow fields of research.	• when doing scholarly research • to find out what has been studied on your topic • to find bibliographies that point to other relevant research
Database: A database contains citations of articles in magazines, journals, and newspapers. They may also contain citations to podcasts, blogs, videos, and other media types. Some databases contain abstracts or brief summaries of the articles, while other databases contain complete, full-text articles.	when you want to find articles on your topic in magazines, journals or newspapers
Newspaper: A newspaper is a collection of articles about current events usually published daily. Since there is at least one in every city, it is a great source for local information.	• to find current information about international, national and local events • to find editorials, commentaries, expert or popular opinions
Library catalog : A library catalog is an organized and searchable collection of	• to find out what items the library owns on your topic

records of every item in a library and can be found on the library home page..	• to find where a specific item is located in the library
Book: Books cover virtually any topic, fact or fiction. For research purposes, you will probably be looking for books that synthesize all the information on one topic to support a particular argument or thesis.	• when looking for lots of information on a topic • to put your topic in context with other important issues • to find historical information • to find summaries of research to support an argument.
Encyclopedia: Encyclopedias are collections of short, factual entries often written by different contributors who are knowledgeable about the topic.	• when looking for background information on a topic • when trying to find key ideas, important dates or concepts
Web site: The Web allows you to access most types of information on the Internet through a browser. One of the main features of the Web is the ability to quickly link to other related information. The important thing to do when using information on the Internet is to know how to evaluate it.	• to find current information • to find both expert and popular opinions • to find information about hobbies and personal interests • wikipedia.org (a wiki)

In every university institution, the library represents one of the focal points of research. Students go there to find and benefit from various resources; they have the opportunity to study individually or with their buddies. The

library provides students with extra materials that they can even photocopy for later use. Nowadays, the computerized retrieval systems facilitate the browsing process and make access to the various resources easy. Moreover, the internet enables its users to find sources online.

3.3 Exploiting technology.

The 21st century has by and large transformed this generation into a digital one. Technology can be used for a wide range of purposes in multiple tasks. Computers have multiple uses including: writing, doing research, communicating with other students, calculating numeric data, creating charts or graphs, taking digital pictures, shooting videos, and getting extra help. In reality, our students are fond of technology. Nonetheless, its use for educational purposes is still limited, and the teacher's guide is highly recommended

3.3.1 Advantages of Using Computer in Research:

Following are the advantages of using computer in research:

- Computer helps the research in identifying the relevant sources of information through the internet.
- Research data can be stored in auxiliary memories like floppy discs, compact discs, pen drives or memory cards, so that the same can be retrieved later.
- It assists in maintaining record of data and processing it.
- It can perform various complex tasks, such as creating charts, preparing tables and executing difficult calculations with accuracy in less time.
- It increases efficiency in analysis.
- It helps the researchers in faster decision-making.

3.4 Preparing a reading sheet and summarizing lessons

3.4.1 Preparing a reading sheet

Reading is an essential skill for all learners. It helps learners to process and evaluate information to build their knowledge and offers them an opportunity to see how language is used.

3.4.1.1 Definition of Reading

Reading is a complex cognitive process of decoding written symbols in order to get a meaning.

To read effectively, the reader must be able to see, decode, perceive, comprehend, and react to what is written. As soon as the reader sees the text, s/he starts to perform a visual activity to recognize the language s/he is reading. Then, the brain starts to process the information given by the eyes to make sense of it, not just a sense from the written words and sentences, but also ideas, memories, and knowledge triggered by those words and sentences.

To be able to read, we need to be able to:

- identify the words we see (word recognition);
- understand what they mean (comprehension);
- connect words and their meaning so that reading is automatic and accurate (fluency).

3.4.1.2 Types of Reading and Reading Techniques

A. Type of Reading	
Intensive Reading	concerns shorter texts and aims at attaining learning goals with close guidance from the teacher. During this type of reading, the learner gains text comprehension to make critical

	judgments about the text s/he is reading by offering his/her interpretation. Thus, be able to state a well-founded opinion about the content, the intention, the arguments, and the language used in the text. Intensive reading is generally done slowly and requires a higher degree of understanding because it focuses on details and analysis. That is, it means extracting meanings of a given text with taking a great consideration to grammatical, syntactic and semantic elements
Extensive Reading	Extensive reading refers to the careful reading of long written materials such as novels and books in which the learner is interested in for comprehension. It is mostly performed outside the class time and its main purpose is to build reader confidence and enjoyment.
B. Reading Techniques	
Skimming	is a reading technique meant to look for main or general ideas in a text, without going into detailed and exhaustive reading.
Scanning	Scanning a text means looking through it quickly to find specific information. Scanning is commonly used in everyday life, for example when looking up a word in a dictionary.

3.4.1.3 The major Benefits of Reading

The benefits of reading may include:

- Expanding your vocabulary through acquiring new words
- Stimulating your brain and strengthening mental capacities.
- Improving your memory

- Increasing knowledge
- Strengthening focus and concentration
- Relieving stress
- Improving concentration and promoting analytical and critical reading.
- Developing writing skills.

3.4.2 summarizing lessons

3.4.2.1 Definition of Summarizing

Summarizing is an effective strategy to draw up the main ideas out of a text by reproducing them in a shorter version using the students' own words. It involves presenting an overview of a text by omitting superfluous details and retaining only the key essence of the ideas conveyed.

Summaries leave out details or examples that may distract the reader from the most important information, and they simplify complex arguments, grammar and vocabulary.

3.4.2.2 Guidelines for writing a summary

Summarizing helps improve both your reading and writing skills. To summarize, learners need to read the text closely, find the main ideas and supporting ideas. Then they should briefly write down those ideas in a few sentences or a paragraph. It is quite important to distinguish between a summary and a paraphrase. Awhile a paraphrase is rewriting of a text in your own words, a summary focuses only on the main ideas. In order to present a well-written summary, the students must consider the following points:

- a) **Preview and read.** Preview and read the paragraph closely. You probably will find that you need to read the paragraph more than one time.

- b) **Make a list or outline.** Determine the main idea and the supporting details of the paragraph. Make a list or outline of these ideas. Be sure to use your own words.
- c) **Write a summary.** Using your list, write a summary of the paragraph. State the main ideas, followed by important ideas. Limit your summary to just one or two sentences.
- d) **Read aloud and correct.** Read the summary aloud, correcting any mistakes.

3.4.2.3 The major benefits of summarization

- Enhances learning skills
- Helps to prepare study notes
- Improves concentration
- Improves communication skills.