# STUDY TIPS FOR THE LEARNER

## SUGGESTIONS FOR IMPROVING WRITTEN WORK

- Written work reveals ability, desire, and character. It is the most important product that you have to offer in exchange for a grade.
- The primary requirement of all written work is that it be presented in an interesting, mechanically correct, and attractive manner.
- Judge the quality of your written composition by questions its parts, content, and presentation.
- Observe closely the three basic obligations of all students toward written work:
  - o Have a working knowledge of the subject
  - o Present the material in the best possible form and structure.
  - o Never pass of inferior work in order to get by.
- Excellence is the only real quality of written work that is permanent. Excellence in packaging the product (putting written work in an attractive, correct, and neat form) comes from a "sense of pride" in one's work.
- Adopt practices that will reveal your weaknesses and encourage your improvement. Plot your own methods for adding quality and completeness.

### PRACTICES FOR BETTER RESEARCH PROJECTS

#### • General Research

- Strive for originality, but depend on your scope of reading and your grasp of material to determine the quality of your theme.
- Take notes on 3"x5" index cards, and save time by preparing bibliography cards while you are gathering material.
- Make footnotes and a sound bibliography reflect the scholarship and authority of your paper.

### • Book Reports

- $\circ$  For short book reports use the four w's who, where, when, and why to relate the story
- o In all book reports show your appreciation or lack of it through your study of the characters of the nature of the book. Avoid editorializing to praise or condemn.
- Observe closely the two obligations that the book report has to the reader:
  - To describe the book
  - To communicate something of its quality or lack of it
- Avoid the meaning less superlative and the baseless generalization. There is no "best book ever written" and there is not "greatest literary genius who ever lived."