**STUDY SKILLS**

**Study Skills**

Study skills are approaches applied to learning. Therefore, ***they are any skills which boost a person’s ability to study, retain and recall information***. Such skills can be learnt in a short time and applied to almost all subject fields.

Study skills/strategies are approaches applied to learning or study in order to boost a person’s retention and recall of needed information to do well and excel in examinations.

There is an array of skills for teaching the process of organising and taking in new information, and retaining information. They include: rote learning, reading and listening, keywords, acronyms and mnemonics, time management, diagram.

An effective study skill/strategy enhances a student’s chance of not only passing examinations but making good grades.

**Study Strategy**

There are various strategies that can be applied in learning and these include:

1. Rote learning – memorisation is committing something to memory, that is, a deliberate mental process undertaken in order to store in memory for later recall of such items or information. For example, names, addresses, telephone numbers, pictures, diagrams, facts, etc. Basic approach to learning any information is simply to repeat it by rote, e.g., reading over notes, textbooks, or rewriting notes.
2. Reading and listening – listening to lectures and reading notes and textbooks. Also, peer communication.
3. Keywords – Notes on topics are condensed into shorter notes and further into key facts.
4. Diagram – Use of diagrams, drawings, symbols as reminders
5. Acronyms and mnemonics – organising and memorising information in form of mnemonics, e.g., the cardinal points of compass can be remembered using the phrase Never Eat Shrimps Wheat (NESW).
6. Time management – activities that achieve greater benefit are given greater focus. Avoid procrastination; it helps to prioritise.

**PQRST**

What is PQRST? An acronym for a strategy that helps to improve the process of preparation for effective learning.

P – Preview

Q – Question

R – Read

S – Summary

T – Test

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**REPRODUCTION**

**What is Copyright**?

1. Definition 1: It is a legal right created by the law of a country that grants the creator of original work exclusive right for its use and distribution. Usually, only for a limited period or time.
2. Definition 2: It is a legal right given to authors or creators of works. By its copyright, the owner of a work has a number of exclusive rights including the right to publish the work, control copying, prepare derivative works and perform the work as well as the right to make the materials available online. This works ranges from books to music to painting.

Copyrights are considered “territorial rights”; that is, they do not extend beyond the territory of a specific jurisdiction. But many aspects of copyright laws have standardised through international copyright agreements even though copyright laws vary from country to country.

Copyright logo is generally represented by a letter ‘C’ enclosed with a full circle i.e. **©**

**Plagiarism**

What is plagiarism? It can be simply put as, *Academic cheating or Stealing intellectual property.*

Definition: ***Plagiarism is presenting another person’s work as your own without acknowledging the person or source.*** This could be written works or ideas. It represents an infringement of copyright, piracy, theft, stealing, poaching, etc.

**Types of Plagiarism**

Plagiarism of Words: The reproduction of someone else’s words or ideas or thoughts, and presenting them as your own without acknowledgment.

Plagiarism of Structure: Paraphrasing another person’s words while maintaining original sentences in contravention or word of choice without acknowledging the source.

Plagiarism of Ideas: Presenting another person’s ideas as your own without giving credit to the person.

Plagiarism of Authority: Presenting replication of another person’s work, e.g., producing an article you got on the Internet as your own.

Plagiarism of Self: Copying one’s previous work for current assignment. This is more of cheating because you have used previous work to receive credit for current assignment.

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