INL 110 Memo

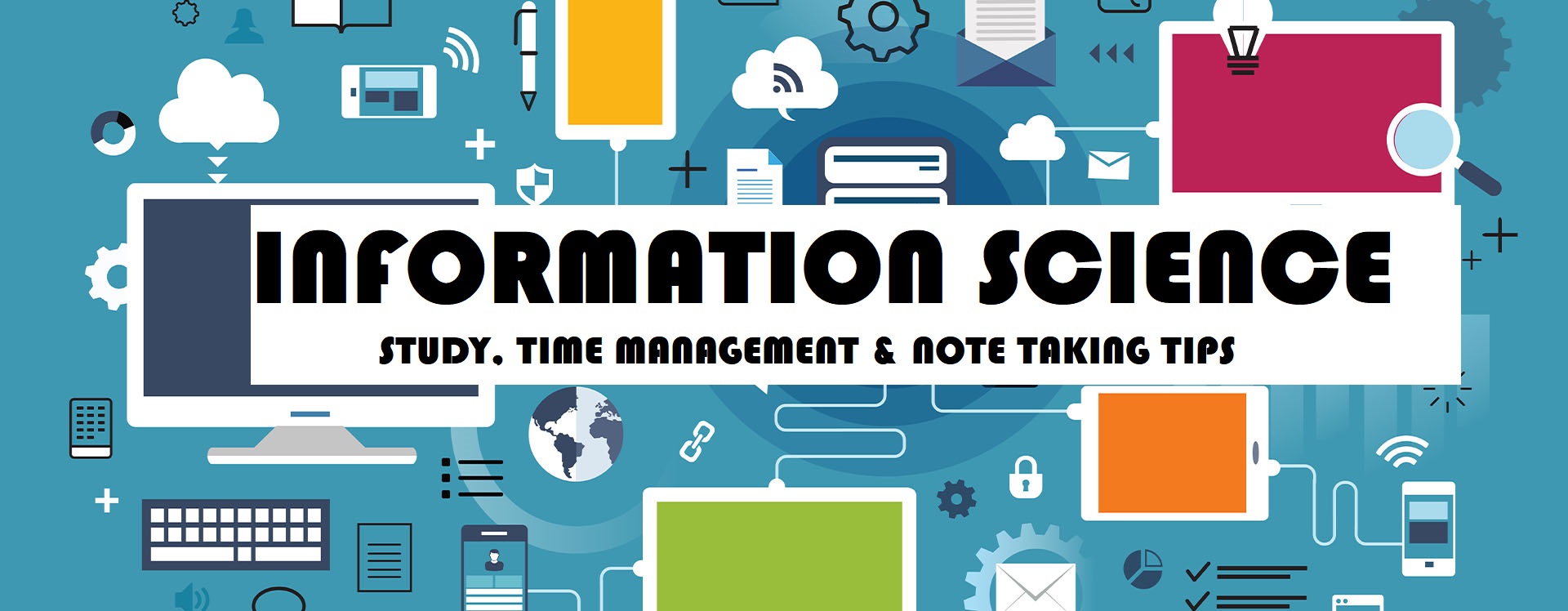
Critically discuss why the ‘Compilation of Aids’ is not included in the lifecycle of information according to Vickery

(1992). Make use of examples to support your discussion. 6 marks

Compilation of Aids supports three processes: Preparation of Analysis, Storage and Retrieval

Half mark each for naming three processes = 1.5 marks

1 ½ marks for discussing each process by using a good example

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**STUDY TIPS**

**Studying information science, like any academic field, requires effective study strategies to succeed. Here are some STUDY TIPS for 1st-year information science students:**

1. **Stay Organized**: Create a study schedule or calendar to manage your time effectively. Include deadlines for assignments, exams, and reading assignments. Being organized will help you stay on top of your coursework.

2. **Active Reading**: Information science often involves a lot of reading. Instead of passively reading, actively engage with the material. Take notes, highlight important points, and ask questions as you read.

3. **Understand the Fundamentals**: Focus on understanding the fundamental concepts in information science. These concepts often serve as building blocks for more advanced topics. Don't rush through the basics.

4. **Participate in Class**: Engage in class discussions, ask questions, and seek clarification when needed. Active participation can help you grasp concepts better and build a good rapport with professors.

5. **Seek Help**: If you're struggling with a particular topic, don't hesitate to seek help. Attend office hours, join study groups, or seek assistance from tutors or academic advisors.

6. **Practice Problem-Solving**: Information science often involves problem-solving, especially in areas like programming or data analysis. Practice solving problems and exercises to reinforce your understanding.

7. **Use Technology Effectively**: Utilize digital tools and resources available in your field. This includes software for data analysis, database management, or programming languages. Learn how to use them efficiently.

8. **Stay Updated**: Information science is a rapidly evolving field. Stay updated with the latest trends, technologies, and research by reading journals, blogs, and attending conferences or webinars.

9. **Take Breaks**: Don't forget to take short breaks during your study sessions. Regular breaks can help improve focus and prevent burnout.

10. **Review Regularly**: Periodically review what you've learned. This can be weekly or monthly. Reviewing material helps reinforce your memory and understanding.

11. **Collaborate**: Work with your peers on group projects or study sessions. Collaborative learning can provide different perspectives and enhance your understanding of complex topics.

12. **Stay Curious**: Develop a genuine interest in the subject matter. Information science is a dynamic and exciting field with many applications. Stay curious and explore related topics outside of your coursework.

13. **Practice Time Management**: Time management is crucial. Avoid procrastination and allocate enough time for assignments and studying.

14. **Stay Healthy**: A healthy lifestyle contributes to better academic performance. Get enough sleep, eat well, and exercise regularly. These habits can improve your focus and energy levels.

15**. Set Goals**: Define clear academic and career goals. Knowing what you want to achieve can help you stay motivated and focused on your studies.

Remember that everyone has their own learning style, so adapt these tips to what works best for you. Consistency and dedication to your studies will be key to your success in information science.

**NOTE TAKING TIPS**

Effective notetaking is a critical skill for information science students, as it helps you organize information, retain important details, and study more efficiently. Here are some note-taking tips:

1. **Use a Consistent Format**: Establish a clear and consistent format for your notes. Whether you prefer bullet points, outlines, mind maps, or Cornell notes, stick to the same format for each class or subject. Consistency makes it easier to review and study your notes later.

2. **Active Listening**: Pay close attention during lectures or while reading course materials. Try to grasp the main ideas, key concepts, and supporting details. This will make your note-taking more effective.

3. **Be Selective**: Don't try to write down everything the instructor says or every detail in the reading. Focus on capturing the most important information, such as main ideas, definitions, key examples, and explanations.

4. **Use Abbreviations and Symbols**: Develop a set of abbreviations and symbols to save time when taking notes. For example, use "w/" for "with," "&" for "and," or arrows (→) to indicate "leads to" or "causes."

5. **Highlight and Emphasize**: Use different colors or underlining to highlight important points or keywords. Emphasize key concepts, formulas, or definitions to make them stand out.

6. **Summarize in Your Own Words**: Paraphrase information when possible. Putting concepts in your own words helps you understand them better and makes your notes more valuable for review.

7. **Visual Aids**: Incorporate visual aids like diagrams, charts, or graphs when appropriate. Visual representations can make complex information easier to understand and remember.

8. **Leave Space**: Leave some blank spaces between sections of your notes. This allows you to add additional information or comments when reviewing later or when you have clarifications from your instructor.

9. **Ask Questions**: If something is unclear or you have questions, jot them down in your notes. This reminds you to seek clarification later, whether from your instructor or by doing further research.

10. **Review and Edit**: After class or your study session, take some time to review and edit your notes. Fill in any gaps, clarify unclear points, and organize the information logically.

11. **Use Technology Wisely**: If you're taking digital notes, consider using note-taking apps or software that offer features like search, tagging, and syncing across devices. These can enhance your organization and retrieval of notes.

12. **Create a Table of Contents**: If you have a notebook or digital file with multiple pages of notes, create a table of contents or an index to quickly locate specific topics or dates.

13. **Date and Number Pages**: Number your pages and date your notes. This helps you keep them in chronological order and facilitates tracking your progress through the course.

14. **Stay Organized**: Keep all your notes for a course or subject in one place, whether it's a physical notebook or a digital folder. This makes it easier to access and study your materials.

15. **Review Regularly**: Regularly review your notes, ideally within 24 hours of the lecture or reading. This reinforces your memory and helps you spot areas that need further clarification.

Remember that effective notetaking is a skill that improves with practice. Experiment with different methods and strategies to find what works best for you and be open to adjusting your approach as you go through your information science program.

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