

## Research Skills



### Overview:

This course teaches you how to determine *what* you need to know *when* you need to know it. With all of the information readily available today, it's difficult to decipher good information from bad information. Instead of turning to an Internet search engine for all of your information, there are other sources that can help you learn what you need to learn – quickly and accurately. This course will cover library use, the Dewey Decimal System, dictionary use, thesaurus use, encyclopedias, Internet search engines, Internet news resources, Internet publications, journals, and bibliographies.

### What are the Course Objectives?

With this information, you can research any topic, no matter the purpose or the goal. Instead of simply looking in one place for the answer you need, why not learn how to use all of the tools available? The more you know, the more you can use this information in your everyday life

### Who should do this course?

This course includes real life strategies to help you learn where you need to look for information and how you can be certain the information is accurate. This course can be taken by any person who is seeking information about any topic.

### **Lesson 1: Why Research Is Important**

Though the Internet is a valuable tool, it is not the only research skill a person needs in order to find the facts.

### **Lesson 2: Library Use**

Though it might sound strange, many people have forgotten about using the library.

### **Lesson 3: Dewey Decimal System**

Organizing reference books is difficult when there is no system. While some people might prefer books to be organized by authors, when you are organizing reference books.

### **Lesson 4: A Dictionary**

Many people may not think about a dictionary as being a reference book, but it can help you begin to understand not only the words you might not know, but also how they can be used in a paper, project, or article.

### **Lesson 5: A Thesaurus**

Like a dictionary, a thesaurus can help you to expand the way that you discuss your topic. A thesaurus contains groupings of words that are collected in terms of their meaning.

### **Lesson 6: Encyclopedias, Almanacs, and Atlases**

Before the time of the Internet, there were other ways one could research specific topics.

### **Lesson 7: Internet Search Engines**

The Internet is often the first place many people go when they need to do research.

### **Lesson 8: Internet News Sources**

When you get online in the morning, one of the first things you might do is go onto a news site to find out what has happened in the world.

### **Lesson 9: Internet Magazines, Blogs, and Images**

Research is not always about gathering facts. Sometimes you need to do research in order to formulate an opinion about a topic.

### **Lesson 10: Journals, Papers, and More**

When researching academic topics, it can help to look at journals, papers, and other academic publications.

### **Lesson 11: Bibliographies**

When someone else has already done research on a topic, it makes sense that the person keeps track of what they used.

**Need Assistance? Ask a question or contact our team**

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