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T.Y.B.A. (w. e. f- 2021- 2022)- 2019 Pattern

Semester-V

Subject- Compulsory English

Unit- IV: Writing:3: Reference Skills

Topic- Reference Skills (Study Notes)

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3. Reference Skills:

Effective Communication requires proficiency in language (LSRW) and reference skills. The ability to find out the required information from a suitable reference source is reference skills. Referencing is simply acknowledging the sources you used when writing a document. Referencing should be used for all sources of information including, books, magazines, journals and webpages. There are a number of instructional tools that can be called essential aids in language learning and teaching; they are important for the reference purposes, locating, sorting and retrieving information, and study. Since the aim of teaching is teaching learners how to learn, there is a need for educating the skills of self-study among the learner.

REFERENCE SKILLS While referring dictionaries, 'words' books and encyclopedia are important. Dictionaries are the most instructive tool for the learners' nowadays dictionaries are giving guidance for not only the pronunciation, spelling and meanings but also examples of usage with illustration, difference in the British and American spelling, collocations, exceptions and a whole information are necessary to learn English. An encyclopedia is arranged in an alphabetical order wise by subject. For effective writing in formal, professional and academic contexts require good reference skills. For this, you may need to find relevant, authentic information from a variety of sources. They are called as reference skills. A few common sources of information for reference skills are given below.

Dictionary: An integral part of language learning is vocabulary acquisition. A dictionary and a thesaurus are useful tools in the language learning process. A dictionary as well as a thesaurus is useful, excellent tools in the language learning process in general and vocabulary building in particular. They can turn a learner's passive knowledge into active knowledge. Standard dictionaries like 'Oxford Learner's English Dictionary' of latest editions for basic and advanced levels are useful to learners at various levels. In addition to these, there are several online dictionaries. A dictionary can play a vital role in enriching your vocabulary. It gives you meaning of a particular word, pronunciation, collocations, usage, etymology, and grammar. A dictionary can help us to find the meaning(s) of a word, phrase and their correct usage, the correct spelling and pronunciation, the number of syllables in a word and the ones that stressed, the parts of speech, the synonyms and the antonyms of a word, acceptable collocations, or its combinations with other words. the prefixes and suffixes added to a word to form a new word etc.

Thesaurus: A book that organizes words by categories or ideas and concepts in order to group together the synonyms, near synonyms and antonyms, if any, of a word is defined as a thesaurus. In other words, it is a collection of synonyms and antonyms. It's a very valuable tool in vocabulary building. Thesauruses come in two easy-to-use forms, the dictionary and the index forms. In the dictionary form, words are arranged in alphabetical order. The '*Oxford Thesaurus of English*' is this kind. In the index form, words are classified by the meaning, we can find out the word at the end of the book. '*Roget's Thesaurus*' is an example of thesaurus in index form. e.g. A thesaurus helps us to expand our vocabulary and find the words clearly and effectively. It also helps to find a word that suits the genre, purpose, intended audience and context.

Encyclopedia: Encyclopedia is a valuable reference tool for student. It may either contain information on many subject or branches of knowledge, or it may focus on a particular subject and provide comprehensive information on that subject. The term encyclopedia is derived from the Greek *enkyklios paideia*, which mean 'general education'. Most encyclopedias published as multi-volume sets. Some well-known encyclopedias include *Britannica Encyclopedia*, *Columbia Encyclopedia*, *Encyclopedia Mythica*, *Encyclopedia of Life*, and *Encyclopedia of Education*. Encyclopedias help to broaden one's knowledge on various topics and branches of knowledge. General encyclopedias provide general information on wide range topics. Subject-specific encyclopedias focus on giving detailed information on the given subject. We can find encyclopedias on a variety of subjects such as literature, medicine, astronomy, wildlife, etc. We can also find encyclopedias dealing with law, psychiatry, economics, etc.

Yearbooks: As the name suggests, a yearbook is published annually and is a reference volume that compiles the records, highlights the main events of the past year. It provides statistics and facts from various fields, such as politics, economics, culture, science, agriculture, etc. Well-known yearbooks published in India are *Manorama Yearbook* and the *India yearbook* which compiles information on various government ministries and departments. Yearbooks are valuable reference resources for statistics and data on various subjects.

Table of Contents: A table of contents is a list of items arranged in a sequential manner. It is placed at the beginning of a book. It tells about the contents of a book, and on which page a particular topic, section or chapter can be found. Once we find the relevant page number in the Table of Contents, we can go to that page to read on the topic we are interested in.

Indices: An index is a list of topics or items discussed or dealt with in a book. It is found at the end of a book and it's arranged alphabetically. It helps readers to look up a specific piece of information that is not mentioned in the Table of contents. With the help of index, we can find information directly where the topic is discussed. Indices are especially useful when the reader is trying to look for information in voluminous encyclopedias and dense scholarly works.

Multiple Choice Questions

1. A Reference is...

- a. A variable that holds memory address.
- b. A Alias to an existing variable.**
- c. Alias to an existing variable and holds memory address.
- d. None of the above

2. The secondary source of information comprised of...

- a. Text books and research monographs.
- b. Subject periodicals and encyclopaedias
- c. Indexing and Abstracting periodicals**
- d. Bibliography and patents

3. Which of the following is an advantage of reference?

- a. Safer
- b. Easier to use
- c. Time consuming
- d. Both A and B**

4. Research periodicals are which category of sources?

- a. Primary**
- b. Secondary
- c. Tertiary
- d. Non documentary.

5. Article published in research journal are...

- a. Reference sources
- b. Secondary sources
- c. Primary sources**
- d. Tertiary sources

References:

<https://www.bibliomed.org/mnsfulltext/197/197-1596521127.pdf?1640926124>

<http://www.oijrj.org/oijrj/jan2012/10.pdf>

<https://www.skillsyouneed.com/general/referencing.html>