

## Essential Communication & Research Skills For College Students

Last year's NEIU-faculty survey confirmed a nationwide trend: Too many students enter college with low preparation levels in basic skills areas such as reading, writing, oral communication, math, or information gathering. While these trends are not readily reversed in a 16-week Gen-Ed or major's course, faculty can point students toward online resources that provide basic instruction outside of class. The following websites provide useful job aids for specific skill areas you might want your students to review as they work on certain assignments in your course.

### WRITING

#### The OWL at Purdue: Academic Writing

<http://owl.english.purdue.edu/owl/resource/545/01/>

Includes the following topics: The Writing Process; Professional, Technical, and Scientific Writing; General Academic Writing, Research and Citation, Grammar and Mechanics, Literary Analysis and Criticism, Writing in the Social Sciences, Creative Writing, English as a Second Language, Job Search Writing

#### University College for the Creative Arts at Canterbury, UK: Essay Writing

[http://www.kiad.ac.uk/careers/ssg\\_essay.asp](http://www.kiad.ac.uk/careers/ssg_essay.asp)

Provides key points on the following topics of Essay Writing:

Time management – Analyzing the question – Research – Planning your essay – Essay structure – Academic writing – Instructional terms – Avoiding plagiarism – Useful web links

### READING

#### Dan Kurland

<http://www.criticalreading.com>

Includes a wealth of information on the connection between reading and writing. The information is in-depth but probably too complex for students who have problems with critical reading. They might need some instructor help with this website. Key topics of the website are: The Steps of Critical Reading: (1) The nature of the text, (2) The working environment, (3) The goal or assignment, (4) Three formats for discussion. All of this is followed by twenty annotated principles for critical reading and writing.

#### Mind Tools Ltd.

<http://www.mindtools.com/rdstratg.html>

Describes six strategies for reading efficiently: (1) Knowing what you want to know, (2) Knowing how deeply to study the material, (3) Active reading, (4) How to study different sorts of material, (5) Reading 'whole subject' documents, and (6) Using glossaries with technical documents. Additional links are provided to topics such as Concept Maps or using the Cornell Note Taking System

## PRESENTING

### University College for the Creative Arts at Canterbury, UK: Presentation Skills

[http://www.kiad.ac.uk/careers/ssg\\_presentation.asp](http://www.kiad.ac.uk/careers/ssg_presentation.asp)

Provides key points on the following topics of Presentation Skills:

Check the brief – Plan what to show – Plan what to say – Organization – Strategies – Overcoming nerves – Related web links and study skills guides

## LIBRARY RESEARCH

### Ira C. Eaker College for Professional Development: Meta-website on Library Research Skills

<http://www.au.af.mil/au/awc/awcgate/awcerese.htm#library>

*The above site includes references to the following Library Research Tutorials at:*

The Uni. of Arizona: <http://www.library.arizona.edu/help/tutorials/> - Duke Uni.: <http://www.lib.duke.edu/libguide/home.htm> -

The Uni. of Maryland: <http://www.umuc.edu/library/tutorials/research/mod1.shtml> - The Uni. of

Minnesota: <http://tutorial.lib.umn.edu/>

## RESEARCH INTERVIEWING

### Free Management Library: General Guidelines for Conducting Interviews

<http://www.managementhelp.org/evaluatn/intrview.htm#anchor1404957>

Briefly outlines:

1. Preparation for interview
2. Types of interviews
3. Types of topics in questions
4. Sequence of questions
5. Wording of questions
6. Conducting interview
7. Immediately after interview

Don't forget to click on the final link: CASAnet's Interviewing Principles!

### The OWL at Purdue: Conducting Primary Research Interviewing

<http://owl.english.purdue.edu/owl/resource/559/04/>

<http://owl.english.purdue.edu/owl/resource/559/06/>

In the context of Conducting Primary Research, briefly outlines:

1. Types of interviewing
2. Setting up an interview
3. Interview do's and don'ts

Creating good survey and interview questions (see 2<sup>nd</sup> URL)

### The OWL at Purdue: PowerPoint Presentation on Interviewing Skills

<http://owl.english.purdue.edu/workshops/pp/interviewing.ppt> - A PowerPoint presentation with the following topics:

1. How to conduct an interview
2. Setting up the interview
3. Preparing for the interview
4. Coming up with questions
5. Meeting the interviewee
6. Online interviewing
7. Following up the interview
8. Conducting an interview