

In the name of GOD

Study Skills

For Students of English
as a Second Languages

Richard C. Yorkey

Director:

Center for English Language
Research and Teaching
American University of Beirut

2011-1390

● سرشناسه : یورکی، ریچارد

Yorkey, Richard C

● عنوان و نام پدیدآورنده: Study Skills: for students of english as a second language Richard C. Yorkey

● مشخصات نشر: تهران: انتشارات راه، ۱۳۹۰=۲۰۱۱م

● مشخصات ظاهری: ۲۴۸ ص.

● شابک: ۹-۴۴-۶۲۷۰-۶۰۰-۹۷۸: ۴۰۰۰ تومان

● یادداشت: انگلیسی.

● آوانویسی عنوان: استادی اسکیلز...

● موضوع: زبان انگلیسی - راهنمای آموزشی - خارجیان

● موضوع: زبان انگلیسی - آموختن

● رده‌بندی کنگره: ۱۳۹۰-۵ الف ۹ ی/PE۱۱۲۸

● رده‌بندی دیویی: ۴۲۸/۲۴

● شماره کتاب‌شناسی ملی: ۲۴۷۶۷۴۷

نام کتاب: Study Skills

مؤلفان: Richard C. Yorkey

ناشر: راه

لیتوگرافی: طراوت

چاپ: ذلال کوثر

سال نشر: ۱۳۹۰

نوبت چاپ: اول

شمارگان: ۳۰۰۰ جلد

قیمت: ۴۰۰۰ تومان

شابک: ۹-۴۴-۶۲۷۰-۶۰۰-۹۷۸

ISBN: 978-600-6270-44-9

شماره تلفن های بخش فروش و پذیرش نمایندگان:

● دپارتمان پیام نور: ۰۲۱-۶۶۹۲۸۸۶۵ - ۰۲۱-۶۶۵۹۲۵۶۸-۷۰

● دپارتمان علمی کاربردی، کارکنانی به کارشناسی، کارشناسی ارشد و دکتر: ۰۲۱-۶۶۹۲۹۶۷۲ - ۰۲۱-۶۶۵۷۴۹۷۰-۷۲ تلفن: ۰۲۱-۶۶۹۲۹۶۷۲

● دپارتمان پایه تا دانشگاه (غیررشته‌ای): ۰۲۱-۶۶۹۲۸۹۶۸ - ۰۲۱-۶۶۵۷۴۹۷۳-۷۵ تلفن: ۰۲۱-۶۶۹۲۸۹۶۸

صندوق پستی: ۱۴۱۸۵-۱۳۶

E-Mail: info@rah-pub.ir ایمیل:

www.rah-pub.ir فروشگاه اینترنتی:

پیامک: ۳۰۰۰۶۸۶۳۳۳۳۳

کلیه حقوق این کتاب برای انتشارات راه محفوظ است.

هیچ شخص حقیقی یا حقوقی حق استفاده از عنوان کتاب تحلیلی و همچنین چاپ و نشر تمام یا بخشی از این اثر را به هر صورت اعم از فتوکپی، چاپ کتاب یا جزوه و حتی برداشت به صورت دستنویس ندارد و متخلفین به موجب بند ۵ از ماده ی قانون حمایت از ناشران تحت پیگرد جدی قانونی قرار میگیرند.

To the Teacher

The information and exercises in this text are intended for foreign students who are, or soon will be, using English as a language of instruction. This audience includes a large number of students in the United States, Canada, and England. It also includes an increasing number of students in their own countries where English rather than the native language is used as a medium of instruction, at both the secondary and college level, in some if not all of the courses.

The material assumes an intermediate level of English proficiency, although it is quite possible that advanced students still need instruction in some of the skills that are presented here. The text can be used in a regular English class for foreign students or, perhaps more profitably, in a special class of an orientation program.

In American education, these study skills are so much a part of the elementary and secondary school program that we tend to assume that foreign students also must have learned them somewhere in their early instruction. My own experience has shown this to be unfortunately untrue. Few foreign students have had sufficient instruction in using an English dictionary. Fewer seem to have had the advantage of a large library, or at least any reason to discover its full potential. And hardly any have had enough instruction or practice in making notes of lectures and reading assignments in English. The purpose of this text is to provide instructional and practice material for the kinds of study skills a foreign student will need if he is to be successful in his studies in English.

You are the best judge of the individual abilities and purposes of your students. From my own experience of teaching this text, I offer the following suggestions for your consideration.

1. The material is elementary. Its presentation, however, should be consistent with the age and educational level of the class. Furthermore, although these skills are elementary to you, they will not necessarily seem so to your students. Just as much as possible, help them to appreciate the practical value of the skills by relating them to actual study conditions that they face.
2. Omit whatever sections or exercises you feel are unnecessary or

Contents

To the Teacher •

To the Student •

Chapter 1: Studying in English • 1

English as Your Language of Instruction • 1

Motivation • 1

Concentration • 2

Distractions • 3

Your Place of Study • 3

Your Time of Study • 3

Chapter 2: Using an English Dictionary • 8

The "Authority" of a Dictionary • 8

British and American English • 8

Desk Dictionaries • 8

Dictionaries to Avoid • 9

What a Dictionary Will Tell You • 9

Alphabetical Arrangement • 10

Finding Words Quickly • 13

Spelling • 13

Common Spelling Problems • 16

Syllable Division • 17

Pronunciation • 19

Syllable Stress • 21

Definitions of Words • 22

Idioms • 24

History of Words • 26

Restrictive or Usage Labels • 29

Foreign Words and Phrases • 32

Persons and Places • 33

Miscellaneous Kinds of Information • 36

Chapter 3: Learning the Vocabulary of English • 45

- Word Formation • 46
- Changing Parts of Speech • 49
- Present and Past Participles as Adjectives • 56
- Word Stems • 57
- Guessing Meanings from Context • 65
- Recording the Meanings of Words • 72
- Fixing the Meanings of Words • 75

Chapter 4: Writing an Outline • 77

- What an Outline Is • 77
- What an Outline Is For • 77
- How an Outline Is Written • 78
 - The Topic Outline • 78
 - The Sentence Outline • 80
 - Summary • 81
- Outlining Before Writing • 87
 - Expository Writing • 87
 - Main Ideas and Supporting Details • 88

Chapter 5: Improving Your Reading • 91

- Reading Speed and Comprehension • 91
- Recognizing Paragraph Patterns While Reading • 101
 - Paragraphs of Analysis • 101
 - Paragraphs of Description • 102
 - Paragraphs of Comparison and Contrast • 103
 - Paragraphs of Analogy • 104
 - Paragraphs of Definition • 104
- References and Connectives • 107
 - References • 107
 - Connectives • 110
 - Summary • 113
- Skimming • 113
 - Skimming to Locate Information • 113
 - Skimming to Get an Overall Impression • 117
- Textbook Reading • 121
 - Surveying the Textbook • 121

Reading the Assignment •	130
Aids to Reading and Interpretation •	140
Footnotes •	140
Tables •	142
Graphs •	147

Chapter 6: Making Good Notes • 161

The Form of Notes •	161
Notebooks •	161
Making Notes •	162
Reading Notes •	163
Lecture Notes •	168

Chapter 7: Using a Library • 181

The Card Catalog •	181
Using the Card Catalog Efficiently •	184
The Call Slip •	185
Reference Works •	194
Encyclopedias •	194
Yearbooks •	194
Dictionaries •	194
Atlases •	195
Bibliographies •	195
Some Common Reference Works •	195
Periodicals •	201
The Readers' Guide •	201

Chapter 8: Preparing to Pass Examinations • 209

How to Prepare for Examinations •	210
Physical Preparation •	210
Emotional Preparation •	210
Review Preparation •	210
How to Take an Examination •	211
Types of Examinations •	212
Objective Examinations •	212
Subjective (or Essay-type) Examinations •	216

<i>Inventory of Vocabulary •</i>	<i>221</i>
----------------------------------	------------

<i>Index •</i>	<i>225</i>
----------------	------------