



## Preparatory I

### Study Skills

Course Code	Course Num.	Course Name	Credit Hours	Lec	Lab	Tut	Prerequisites
ENG	017	Study Skills	2	4	0	0	

#### ***Objectives:***

This course aims to equip the students who have recently joined the university with some skills that are necessary for them at university in general, and in the departments where English is the medium of instruction in particular. Students will be able to:

- use both paper and digital forms of monolingual (English-English) dictionaries.
- to be self-reliant in acquiring new vocabulary.
- learn the correct way to use the keyboard and to gain typing speed independently.
- learn the essential uses of Microsoft Word and how to deal with computer files.
- use the Internet search engines effectively.
- learn some useful library-related skills.

#### ***Syllabus:***

- **Dictionary skills:** Extracting information about: word definitions, parts of speech, pronunciation, grammar, usage, alternative spelling, British and American equivalents, syllable stress, antonyms, synonyms, phrasal verbs, idioms, the meaning of a word in context.
- **Vocabulary:** the common irregular verbs (at least 60 verbs); topics (e.g. the family, weather); word parts (e.g. prefixes); expressions with prepositions (e.g. interested in); prepositional phrases (e.g. at home); phrasal verbs; abbreviations.
- **Keyboarding:** using both hands, home keys, letters of the upper row, letters of the lower row, function keys, how to use a typing program to gain speed independently.
- **The Word program:** setting up a page, selecting and deselecting a text, changing font and size, copying, cutting and pasting, saving a file.
- **General skills:** making a study timetable, understanding library catalog cards and call numbers, understanding the front and back matter of a book, understanding footnotes and bibliographies.
- **The Internet:** using search engines on the Internet as a source of information, saving on-line files.

#### ***References:***

- **English Vocabulary in Use, Elementary**, McCarthy, Michael and Felicity O'Dell, 1999, UK, University of Cambridge.
- **A Study skills Handbook**, Mike and Glenda Smith, 1990, UK, Oxford Univ. Press.
- **Elementary Vocabulary**, Thomas, B J, 1990, England, Longman.
- **Study Skills for Students of English**, Yorkey, Richard C., 1982, USA, McGraw-Hill.
- **The Longman Dictionary of Contemporary English**, 2003, England, Longman.