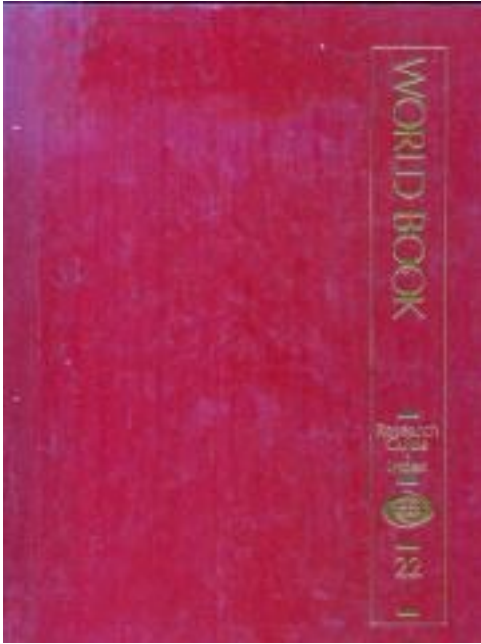


The World Book Encyclopedia: Research Guide/ Index Volume 22



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著者:

出版者:

出版时间:

装帧:

isbn:9780716600909

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The more than 200 Reading and Study Guides are designed to help you carry on independent study. These units include several Topics for study and lists of Books to read and Other sources of information. The Reading and Study Guides are functionally arranged in alphabetical order throughout the index portion of this volume. For a list of the Reading and Study Guides and instructions on how to use them, see the section beginning on page 4.

The section A Student Guide to Better Writing, Speaking, and Research Skills begins on page 6. It includes practical advice on such topics as improving your writing skills and preparing a short report, a book review, and a term paper; preparing, rehearsing, and delivering a speech; and using a library's resources and tapping other sources of information. Related information on conducting research follows on page 37. Included are: a Glossary of terms and abbreviations encountered in research; a listing of general and specific Selected reference books; and information on two systems for arranging materials in a library--Dewey Decimal Classification and Library of Congress Classification.

This volume was prepared with the advice of the WorldBook Advisory Board, other leading educators, practicing teachers, and skilled librarians.

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