

SKILLS IMPROVEMENT PAGE

RICHARD W. FRANKE

Professor Emeritus of Anthropology

Welcome to my student skills improvement page. From here you can click to various materials I have prepared with the purpose of aiding students in learning better, easier, and faster. I hope you find them useful. Contact me at franker@mail.montclair.edu

Before clicking to the sources below, read the following:

Montclair State University students may freely download, print, or use these materials.

All others, please send me an e-mail (franker@mail.montclair.edu) requesting the right to download or print.

These materials are covered under US copyright law and you may not pass them onto anyone else or sell them without my permission.

[The Anthropology Student Guide to Better Grades. Third edition. 1998.](#) A 42-page booklet with suggestions about how to study more effectively, answer multiple choice and essay questions, and plan and write term papers.

[The Student Guide to AnthroLOGICAL THINKING. 1995.](#) A 39-page booklet with suggestions on how to think about and critique anthropological research.

[The Research Paper—A Guide to its Structure](#) . Typical contents of a research paper and suggestions about how to draft each section. Includes a detailed list of suggestions on how to present data in tables to get the most effect from them.

[How to Make a Job Résumé](#) The basic outline of a résumé. Has a link to a more detailed intro.

[The Anthropology Student Guide to Graduate School.](#) A question-and-answer short guide tells you what you need to know, to think about and to do before applying.

How to Cite Sources and Make a Bibliography in Anthropology. How to cite and list books, journal articles, and chapters in edited collections.

Classroom Courtesy Suggestions. How to improve your classroom performance individually and contribute to a better classroom atmosphere for all.
