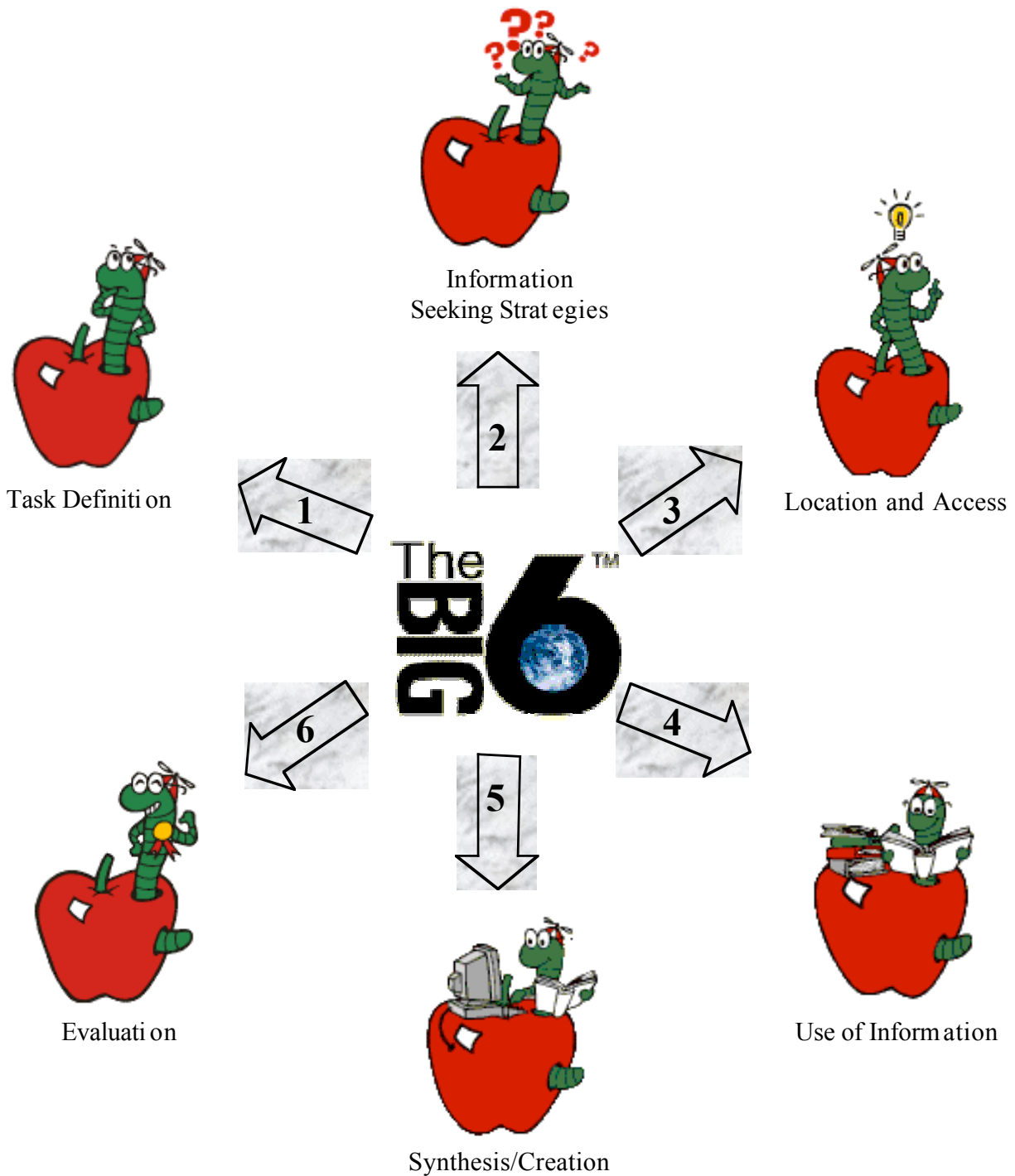


# Information Research Skills



Topic: \_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

Room: \_\_\_\_\_

# 1. TASK DEFINITION



Define the Information Problem

1. What is it exactly I need to know or do? Restate the assignment in your words.

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2. What am I expected to do with the information?

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3. What do I already know?

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Identify the Information Needed

Write 'target questions' on the lines below that will help you find the information you need.

if?      how?  
so?      what? when?  
why?    who?  
where?

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## 2. INFORMATION SEEKING STRATEGIES



Determine All Possible Sources

Where will I find the information I need?  
Make a list of all the possible sources of information that will help you answer the questions you wrote in Task Definition.

	Non fiction		Fiction
Dictionaries		W.W.W.	
	Reference Books		Expert
Community Resources		Encyclopaedias	Video
	Teacher		Magazine/Journal



Select the Best Source

Look carefully at your list and circle the best sources.



## 3. LOCATION AND ACCESS

Internet/Computer: list address

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Locate the Sources

Books: Title, Publisher, Year of Publication and page numbers

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Video: Title, Publisher, Year of Publication

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Community Resources: Who, Where, When etc

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Other:

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Find  
Information  
within the  
Sources

Brainstorm a list of words that will help you find the information you are looking for in all of your sources. These are called keywords or key phrases. They are like synonyms and related words to your topic.

**Brainstorm of Keywords and Phrases  
I will need to look up.**



Engage (read,  
hear, view,  
touch)

## **4. USE OF INFORMATION**

You will need to read, listen or view your sources.

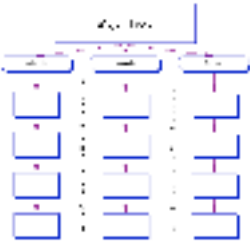
If you do not understand any of your sources, ask for help. It's OK not to understand something, but it's NOT OK to avoid asking for help.



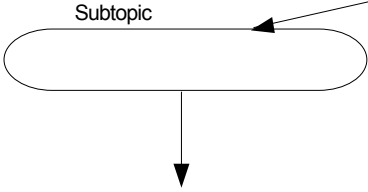
Remember you are looking for the specific information you need. Read the first sentence in each paragraph to decide if that paragraph has answers to your questions.



Mindmap your information into a good order and sequence.



TOPIC:





## 5. SYNTHESIS/CREATING/PRESENTING

How can I organise my information or what can I make to finish the job?

You may: Write a rough draft, Build an outline, Create a storyboard, Draw a sketch  
(It will depend on what your final presentation is, as to what you will do to organise your information. Sometimes it is easier to put the notes together in a form that resembles the final project.)

Organise from Multiple Sources

Who is the audience? (Who your audience is will help you determine how to present your work.)



How are you going to say it? (your medium) Add any other ways of presenting that are not listed, if you wish to use it. Always include a bibliography!

Present the Information

written project	computer presentation	Radio tape recording
brochure	speech	Newspaper Report
		i- movie



## 6. EVALUATION

How will I know if I did my job well? Judge your product

Before turning in your assignment, compare it to your teacher's requirements.

- Did you do and include everything that was required?
- Did you give credit to all of your sources, and did you write it the way your teacher requested?
- Is your work neat?
- Is your work complete and does it include heading information (name, date, etc.)
- Would you be proud for anyone to view this work?



Judge the Process (efficiency)



Judge your information problem solving/seeking process.

Think about what you did to finish this assignment. You may have learned some skills to use anytime you need information to answer questions.

- What skills did you learn that you can use again? \_\_\_\_\_  
\_\_\_\_\_

- What did you do well this time? \_\_\_\_\_  
\_\_\_\_\_

- What would you do differently next time? \_\_\_\_\_  
\_\_\_\_\_