

Information Skills Process Guide Sheet

Defining



Write down in your own words what you have to do in this task.

What do I really want to find out?

Write down the key words of this task.

Locating



What do you know about this topic already?

Where can I find the information I need?

What search terms are you going to use for the Library Catalogue and the Internet?

Selecting



What information can you leave out?

What information do I really need to use?

How do you know that the information you found is relevant?

How do you know that the information you found is accurate?

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Organising

1.
2.
3.

Create a list of the information sources you have found and sort it into the most helpful in answering the question to the least helpful.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

How can I use this information?

In your list above, draw lines between sources of information you can put together in the same part of the task eg the same paragraph or sentence. (Use colours to show different groupings).

Presenting



How are you going to present this information?

How can I present this information?

Can you think of any other ways to present this information? Write your ideas here and then share your ideas with your teacher.

Assessing



If you were to do this research task again, what would you do differently?

What did I learn from this?

What new research skills have you learnt doing this assessment task?
