THE INFORMATION PROCESS

Defining	**What do I really want to find out?** What is my purpose? Why do I need to find this out? What are the key words and ideas of the task? What do I need to do?	**Students should be able to:** ♦ Relate the task to their learning ♦ Clarify the meanings of the words of the task ♦ Identify and interpret key words and ideas in the task ♦ State the task in their own words ♦ Work out the parts of the task
Locating	**Where can I find the information I need?** What do I already know? What do I still need to find out? What sources and equipment can I use?	**Students should be able to:** ♦ Recall relevant information and skills from previous experience ♦ Recognise strengths and limitations of current knowledge and decide whether additional information and/or skills are needed ♦ Limit an investigation to a manageable size ♦ Identify possible sources (people, organisations, places, print, nonprint, materials, objects) ♦ Recognise relative worth of sources ♦ Select the best of these sources to use ♦ Locate sources and appropriate equipment ♦ Use appropriate equipment ♦ Record details of sources that are used
Selecting	**What information do I really need to use?** What information can I leave out? How relevant is the information I have found? How credible is the information I have found? How will I record the information I need?	**Students should be able to:** ♦ Begin to assess the usefulness of each source ♦ Use key words to locate potentially useful information within sources ♦ Skim each source for information ♦ Identify information that has links with the task ♦ Assess and respect privacy and ownership of information ♦ Decide what to do about deficiencies within information ♦ Decide whether information is closer to fact or opinion ♦ Assess the credibility of sources which express opinion ♦ Identify inconsistency and bias in sources ♦ Devise a system for recording their own information ♦ Summarise information ♦ Record quotations and sources of information
Organising	**How can I best use this information?** Have I enough information for my purpose? Do I need to use all this information? How can I best combine information for different sources?	**Students should be able to:** ♦ Review the purpose of the task ♦ Combine the information into larger units of information ♦ Combine the units of information into a structure ♦ Review the structure in light of the purpose of the task ♦ Adjust the structure where necessary

Presenting	**How can I present this information?** What will I do with this information? With whom will I share this information?	**Students should be able to:** ♦ Identify the requirements of different forms of presentation ♦ Consider the nature of the audience for the presentation ♦ Select a form and style of presentation appropriate to the audience and the content of the material ♦ Prepare the presentation ♦ Present the information
Assessing	**What did I learn from this?** Did I fulfil my purpose? How did I go - with each step of the information? How did I go - presenting the information? Where do I go from here?	**Students should be able to:** ♦ Review the extent to which the end product meets the requirements of the task ♦ Assess their use of this process in completing the task ♦ Examine strengths and weaknesses in specific information skills ♦ Identify increases in knowledge ♦ Set personal goals for the further development of information skills

THE INFORMATION PROCESS: SUMMARY

Defining	**What do I really want to find out?** What is my purpose? Why do I need to find this out? What are the key words and ideas of the task? What do I need to do?
Locating	**Where can I find the information I need?** What do I already know? What do I still need to find out? What source and equipment can I use?
Selecting	**What information do I really need to use?** What information can I leave out? How relevant is the information I have found? How credible is the information I have found? How will I record the information I need?
Organising	**How can I best use this information?** Have I enough information for my purpose? Do I need to use all this information? How can I best combine information from different sources?
Presenting	**How can I present this information?** What will I do with this information? With whom will I share this information?
Assessing	**What did I learn from this?** Did I fulfil my purpose? How did I go - with each step of the information process? How did I go - presenting the information? Where do I go from here?