

## Defining: What needs to be done

- · What am I being asked to learn about?
- What am I supposed to do?
- · What do I already know?
- · What are the key words in the
- assignment? Do I understand them?



#### Locating: Where can I find the information I need?

- Do I know where to go to find the information?
- Create a Bibliography.
- Who can help me?



## Selecting: What information do I really need to use?

- Is this information useful?
- What information best answers my research question? What can I leave out?
- Is the information reliable?

#### Organising: How can I best use this information?

- Have I taken notes in my own words?
- How will I set out my assignment?

Have I used topic headings using a mind

map?

Have I kept up my bibliography?

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### Presenting: How will I show others what I learned?

- How have I been asked to present this assignment?
- Who am I presenting to?
- How will I set the assignment out?

# Assessing: What did I learn from this?

- Have I read through my work? Does it make sense?
- Have I checked my spelling?
- Did I answer all of the questions? Did I
- miss any?
- \*\*Has the teacher given you an assessment rubric and marking sheet to guide you? If so, check over to see if you have covered what it is your teacher is looking for.

#### Acknowledgements:

NSW Department of Education and Training (2010). Web 0.2 tools in the Information Skills Process. Retrieved from Information skills process Sites 2See. Show your students the new Sites 2See — Web 2.0 tools in the information skills process [intranet — through TaLe].

NSW Department of Education and Training, (2007). Information Skills in the School. School Libraries & Information Literacy. Retrieved from <a href="http://www.curriculumsupport.education.nsw.gov.au/schoollibraries/teachingideas/isp/index.htm">http://www.curriculumsupport.education.nsw.gov.au/schoollibraries/teachingideas/isp/index.htm</a>

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