The Information Skills Process

1. Defining
What do I really want to find out?

Questions to ask
- What do I need to do?
- What do I need to find out?
- What do I already know?

Skills
- Identify keywords in the task
- Clarify meanings of words
- Develop focus questions

2. Locating
Where can I find the information I need?

Questions to ask
- Where can I find the information I need?
- What tools and sources can I use?
- Which sources will best suit my needs for this task?

Skills
- Identify appropriate sources
- Use search tools to locate information

3. Selecting
What information do I really need?

Questions to ask
- 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?

Skills
- Analyse the usefulness of each source
- Use keywords to locate useful information within sources
- Assess the credibility of sources which express opinion
- Identify inconsistency and bias in a source

4. Organising
How can I use this information?

1. .....
2. .....
3. .....

Questions to ask
- Do I have enough information?
- Do I need to use all of this information?
- How can I best combine information from different sources?

Skills
- Make notes under focus questions or headings
- Record quotations and sources of information for a bibliography

5. Presenting
How can I present this?

Questions to ask
- What will I do with this information?
- How can I best present this information?
- Who is my audience?

Skills
- Consider the purpose of the presentation (educate / entertain / persuade)
- Consider the audience
- Communicate using the most appropriate medium for the task

6. Assessing
What did I learn from this?

Questions to ask
- Did I achieve my purpose?
- What did I learn?
- How did I go with
  - Each step of the process?
  - Presenting the information?
- What would I change if I did the task again?

Skills
- Did I achieve my purpose?
- What did I learn?
- How did I go with
  - Each step of the process?
  - Presenting the information?
- What would I change if I did the task again?

Adapted from: NSW Department of Education and Training. (2007). *Information skills in the school.* Retrieved from https://nthsyddem-p.schools.nsw.gov.au/learning-at-our-school/library/information-process.html