

Information Skills

The 6 Steps

Planning	<ul style="list-style-type: none">• What have I been asked to do?• What do I know already?• What do I want to find out?
Locating and Gathering	<ul style="list-style-type: none">• What sources are available?• Which ones should I use?• How shall I use them?
Selecting and Recording	<ul style="list-style-type: none">• What is relevant?• How shall I record it?• How should I organise my information?
Checking Back	<ul style="list-style-type: none">• Have I done what I was asked to do?• Do I need to find out anything else?
Presenting Information	<ul style="list-style-type: none">• What is the best way to present my information?• Do I have a choice?
Evaluating	<ul style="list-style-type: none">• What do I think of my finished work?• Would I do anything differently next time?