The Information Skills Process

Steps in the Process:
- What is my purpose?
- Why do I need to find this out?
- What are the key words and ideas of the task?

Steps in the process:
- What do I already now.
- What do I still need to find out?
- What sources and equipment can I use?

Steps in the process:
- What do I really want to find out?
- Where can I find the information I need?

Steps in the process:
- 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?

Steps in the process:
- Have I enough information for my purpose?
- Do I need to use all this information?
- How can I best combine information from different sources?

Steps in the process:
- What will I do with the information?
- With whom will I share this information?

Steps in the process:
- Did I fulfill my purpose?
- How did I go - with each step of the information process?
- Where do I go from here?

Steps in the process:
- What did I learn from this?

Steps in the process:
- What did I do with the information?
- With whom will I share this information?

Information skills:
- Identify and interpret key words
- Clarify meaning of words

Information skills:
- Review the extent to which the end product meets the requirements of the task
- Examine strengths and weaknesses in specific information skills
- Identify increases in knowledge
- Set personal goals for the further development of information skills

Information skills:
- Identify sources i.e. people, organisations, places, print, electronic sources, etc)
- Evaluate and selection of information sources
- Record details of sources used

Information 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 source
- Summarise information
- Record quotations and sources of information

Information skills:
- Combine the information into larger units of information
- Combine the units of information into a structure
- Review & adjust the structure where necessary