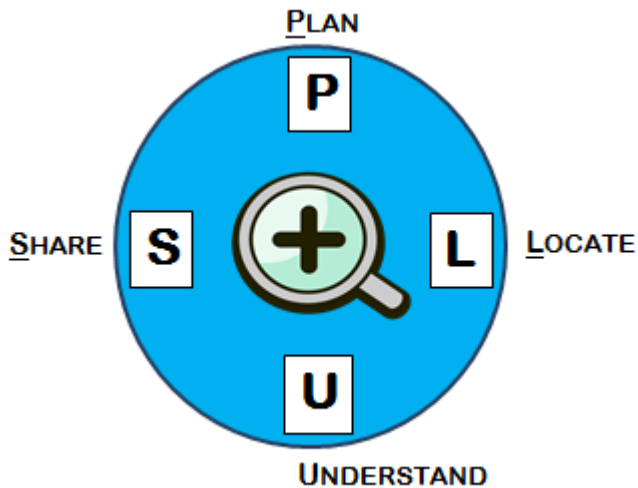


S5 INFORMATION SKILLS – SESSION 1:

PLANNING & LOCATING

(aka. How to search for info like a pro)



The PLUS model guides you on the research process

Session 1 covers Planning and Locating information:

PLAN before you begin searching for information. What do you know already? What do you need to find out? Where might you find this information? What words and phrases will you use to find it?

LOCATE your information. Google is great – see below for search tips. But remember! Don't rely on Google to think for you OR think it is the only source of information

Google like a pro #1

Don't ask Google questions!  **Use keywords or phrases.**

Can't find what you want OR getting swamped with irrelevant results? Review your keywords or phrases – you may need to think of **synonyms** (words with the same or similar meaning) or **broader** or **narrower terms**. For example:

TOPIC	RELATED TERM (synonym)	BROADER TERM (widen your search – get more results)	NARROWER TERM (restrict your search – get fewer results)
Football	Soccer	Sport	Premier league FIFA
Tattoos	Ink	Body Art	Henna tattoo Celebrity tattoo Sleeve
Teenagers	Young Adults Adolescents Teens	Children Youth	15 year olds
Guns	Firearms Side-arms	Weapons Arms	Rifles Handguns Semi-automatics
Animals	Wildlife	Nature	Mammals Insects Marine life

Google like a pro #2

Google search tips

- Use **quotation marks** to search for an exact phrase, e.g. "love island" (to search for the TV programme and not just the words 'love' and 'island' appearing anywhere on a webpage)
- Use the **minus sign** to exclude terms from your search, e.g. apple –computer (to search for apples but nothing to do with computers)
- Use **OR** to search for more than one thing at once: drama OR theatre (to search for either word at the same time – can also useful for words with different spellings e.g. colour OR color)
- Use an **asterisk** to replace missing words: remember, remember the * of * (for when you're not sure of a phrase. Also good for when you forget how to spell something!)

- Use **AROUND** to ensure words or phrases appear near each other, e.g. `cars AROUND children` (to search for the webpages where 'cars' appears close to 'children'. Can lead to more relevant results)
 - Use **two dots** to search between numbers, e.g. `UK education 1990..1999` (to search for information on UK education in the 90s. Great for dates, prices etc.)
 - Type **site:** to search within a website OR within a particular kind of website, e.g. `site:bbc.co.uk brexit` (to search for Brexit articles within BBC websites)
`site:.gov immigration` (to search for immigration only within official government websites)
- Government websites = **.gov** Non-commercial/not-for-profit organisations = **.org**
Educational (university/college) websites = **.edu** (in the US) **.ac.uk** (in the UK)
- Type **intitle:** to restrict search terms to the website title only: `social media intitle:privacy` (to search for webpages about social media but which include 'privacy' in the article title)
 - Type **inurl:** to restrict your search terms to the URL only: `reading inurl:book` (to search for information about reading but only from websites with 'book' in their web address)

LOOKING BEYOND GOOGLE

School Library: check online to see what books we have at <https://www.readingcloud.net>

Books / Essential Articles / Facts on File / Key Organisations / newspaper article files

Online: <https://www.completeissues.co.uk> (Username: PerthHigh1 Password: PerthHigh2)

<https://www.issuesonline.co.uk/subscription/login> (Username: Burns Password: 18129)

PKC Libraries: check online what's available at <http://www.culturepk.org.uk/libraries/>

- Books (found a book but can't get to a local library? Tell the school librarian – we'll get it for you!)
- Online: Britannica Online + other e-reference resources

National Library of Scotland: <https://auth.nls.uk/eresources>

Register for free access to many databases and digital collections, including "UK & Scotland Newspapers" for back issues of all major newspapers & more!

MORE USEFUL WEBSITES and ALTERNATIVE SEARCH ENGINES:

See separate CILIPS handout.

...and one they missed – **ETHOS:** a database of university theses and dissertations <http://ethos.bl.uk>

Got the info you need? SAVE YOUR SOURCES!!

Trust me - you're going to need to refer back to your sources later. Save them now. These apps will do it all for you:

Diigo – save web links in the cloud to access anywhere, anytime, from any device.

Needs to save more than just a web link (e.g. photos, notes, lists etc.)? – try **Evernote** or **OneNote**