

Sigma English Workbook

NCEA Achievement Standard 1.9

Information Literacy Skills

S. Battye and D. J. Wort

List of Contents

Understanding the Standard	1	Task 14 - Your Text - Defining Keywords	22
Connecting AS 1.9 with Other Standards	2	Structure of Non-Fiction Paragraphs - T.E.X.A.S.	22
Key Elements of the Research Process - Diagram	3	Skimming and Scanning	23
Task 1 - Keep a Research Reading Log	4-5	Task 15 - Scanning, Skimming and Note Taking	23
Task 2 - Research Material - Collection Pages	6-8	Task 16 - Skim Reading an Article	24-26
Task 3 - Choosing a Topic	9	Task 17 - Locating Keywords and Phrases	27
Task 4 - Knowledge + Research	10	Task 18 - Note Taking - Magazine Article	27-31
Task 5 - Write an Inquiry Statement	10	Task 19 - Note Taking - Internet Article	31-34
Writing Key Questions	10	Arranging an Interview	35
Task 6 - Writing Your Key Questions	11	Conducting an Interview	35
Identifying Sources of Information	11	Task 20 - Interview Checklist	36
Task 7 - Sorting the Sources from the Tools	11	Request for Information or Interview	37
Possible Information Sources	12	Task 21 - Write Your Letter of Request	38
Techniques for Searching the Web	13	Task 22 - Recording Interview Data	39-40
Task 8 - Key Question Summary Sheet	14-17	Task 23 - Logging the Steps to Report Completion	41
Task 9 - Library Resources - Interviewing the Librarian	18-19	Task 24 - Gathering Key Data	42-46
The Imprint Page	20	Task 25 - Drafting a Research Topic Report	47-48
Task 10 - Exploring the Imprint Page	20	Forming Conclusions	49
Exploring Parts of a Book	20	Task 26 - A Template for Report Writing	50-52
Task 11 - Evaluating Sources	21	AS 1.9 Assessment Criteria	53
Task 12 - Your Text - Selecting Research Sources	21	Modelling a Report Using Information Literacy Skills	53-55
Task 13 - Your Record of Additional Sources	22	Answers to Tasks	56
Searching By Keywords	22	Student Notes	56-58