

Working with Information

Being able to:

- ♦ locate information using a range of sources and delivery modes;
- ♦ authenticate/evaluate information (establish authorship, veracity, relevance)
- ♦ skim and scan;
- ♦ make notes;
- ♦ reference (intext and end of text);
- ♦ understand and use information appropriately/legally (copyright, plagiarism); and
- ♦ use a range of technologies to present information (consider facilities of technology, design, layout) in a variety of forms (visual, oral, textual, multimedia)

Information Management Skills

Being able to:

- use a range of resources, formats and delivery modes (text, print, pictorial, oral, human, multimedia, online, electronic);
- use a range of information management tools and technologies (email, electronic file structures, indexes, contents, catalogues, databases);
- categorise, collate and store information for later use; retrieve information stored for later use;
- work collaboratively in a team, roles; and
- manage time, meet deadlines, create work schedules;

Information Literacy Skills What are they?

Knowing when to seek expert assistance

- Teacher Librarian/LMS/Reference Librarian
- Technical information sources
- Teacher/Lecturer/Tutor

Thinking Skills

Being able to:

- ♦ ask the right questions to begin an information enquiry;
- ♦ develop an hypothesis or line of inquiry;
- ♦ concept/mind map, establish scope of inquiry;
- ♦ interrogate, analyse, information – understand and make meaning;
- ♦ deconstruct information and meaning using a range of resources, tools, technologies;
- ♦ reconstruct understandings to develop new information-knowledge and
- ♦ substantiate/support your argument.

Literacy Skills

- ♦ develop/practise language literacy skills – reading, writing, viewing, listening, understanding
- ♦ develop/practise online literacy skills, interrogating information on screen, iconic literacy, digital literacy, ...
- ♦ develop/practise visual/image discrimination and interpretation,
- ♦ develop/practise technology literacy skills - computer literacy, ICT literacy,
- ♦ develop/practise graphical interpretation, numerical literacy, statistical literacy