



# Select key words and Brainstorm

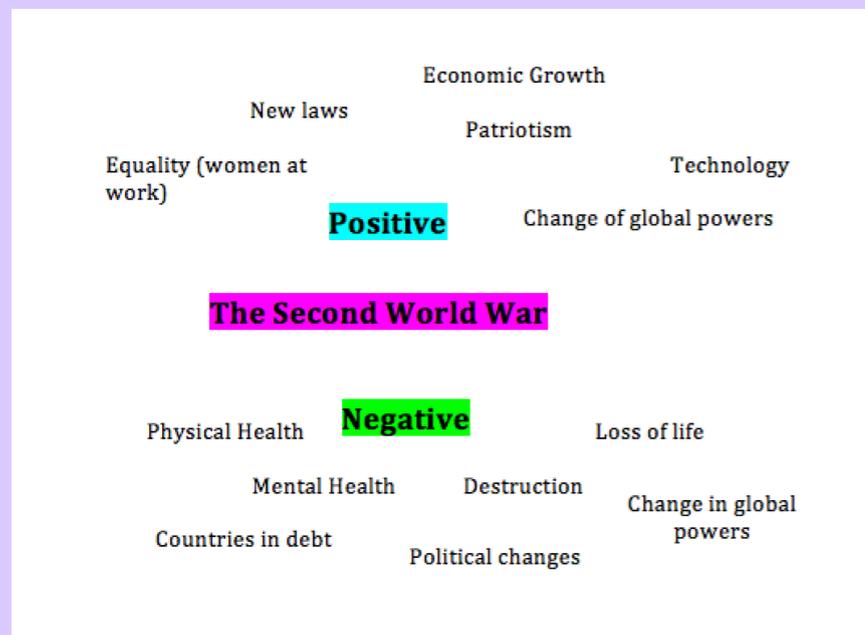
When we are researching a question or topic the first thing we must do is break down and select the key words of the topic or question, and then brainstorm what specific information we are looking for.

We can do this by following these simple steps:

**Step One-** *Select the key words in the question*

What are the *negatives* and *positives* of *war*?

**Step Two-** *Brainstorm what information we are looking for*



## Handy Hints-

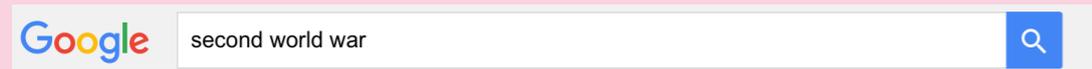
- Always brainstorm what information you are searching for before you begin your search. It is important to know what you looking for before you start looking.

# Refine Search Queries

Use your key words and your brainstorm to refine your search queries. Your brainstorm will help you identify exactly what information you are looking for.

Here are three ways we can use your key words to refine your search.

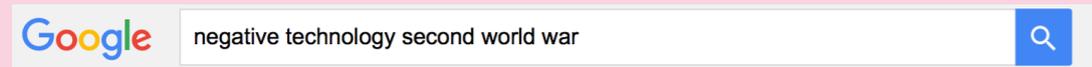
**One-** We can simply search the topic



**Two-** We can combine key words



**Three-** We can combine words from your brainstorm and key words from the question to search for *specific information*



**Handy Hints-**

- When searching for information do not include the full question.
- **Watch this video to help you-**  
<https://www.youtube.com/watch?v=dR6YAZ54D2Q>

# Go Beyond the Surface

When researching information go beyond your first search result, the first result that comes up in your search may not always be the most reliable source.

Navigate and read through at least **3** sources that are not the first result in your search to find the most reliable sources.

The screenshot shows a Google search for "second world war". The search bar is at the top with the Google logo and a search button. Below the search bar, there are tabs for "All", "Images", "Videos", "News", "Books", and "More". The search results are displayed below. The first result is from Wikipedia, titled "World War II - Wikipedia". A pink box is overlaid on the first result with the text "Go beyond the first result as it is not always reliable". Other search results include "Second World War, 1939-45 | Australian War Memorial", "World War II | 1939-1945 | Britannica.com", "World War Two Nominal Roll", and "World War II | HistoryNet". On the right side of the search results, there is a "World War II" knowledge panel with a small image of a soldier and text describing the war, including the period (September 1, 1939 - September 2, 1945) and a list of combatants (United States of America, Soviet Union, Nazi Germany).



## Handy Hints-

- Try using a few different search engines when searching for information, this can also include books and newspaper articles.
- Try searching for information using different search queries, change the key words to make your search results more specific.

# Check the Source

You must check the sources you are using for information when researching, this means making sure the source you are using is reliable. Not every internet site can be trusted.

**What is a reliable source?**

**A reliable source is a book or a website used to find information that can be trusted.**

How do know if a source can be trusted?

## Websites

A reliable websites with trusted information are websites that end in edu, gov, org, and mil.

*.edu- educational*

*.gov- government*

*.org- nonprofit organisation*

*.mil- military*

## Books

Books are a great source of information and can be trusted. Think beyond websites when you are researching and try looking for information in a book.

want to know more?  
use the source, Luke!



## Handy Hints-

- Watch this video to help you- <https://www.youtube.com/watch?v=r9kUxpe0C0Q>
- Wikipedia is not a reliable source.
- Write down your sources as you will need to references them in your bibliography.

# How to Navigate a Book

**Books are another great source we can use to find information, we often forget about books because of the internet.**

This is how you navigate a book to find the information you are searching for.

**Step One-** You can use key words from your question or topic to search for books in your library search engine, this will give you a list of books that are related to your topic or question.

Watch this video, it help guide you through how to use the library search tools. <https://www.youtube.com/watch?v=F3tTUph6UAs>

**Step Two-** Once you have located your book, turn to the content page of the book found in the first few pages of a book. This page tells you the chapters in the book and will help you locate the information you are searching for.

CONTENTS	
INTRODUCTION .....	1
CHAPTER 1	
What's the Weather? .....	3
CHAPTER 2	
Temperature .....	20
CHAPTER 3	
Air Pressure .....	34
CHAPTER 4	
Precipitation .....	46
CHAPTER 5	
Clouds .....	61
CHAPTER 6	
Extreme Weather .....	68
CHAPTER 7	
Climate Change .....	82
GLOSSARY * RESOURCES * INDEX	

**Step Three-** Go to the chapter that have pick from the content page and read through the information, write down any important information you find.



## Handy Hints-

- Use the books available to you at the library, remember a book can offer more information than what a website can.

# Paraphrase your Information

It is important we paraphrase the information that we have researched so that we do not plagiarize the author.

To paraphrase means to rewrite something written or spoken in your own words.

Here are 4 steps we can follow to paraphrase.

**Step One-** Before you start paraphrasing you could highlight the most important words or information points that will be included in your paraphrased paragraph.

*'World War Two was a world war that started in 1939 and involved 100 million people and 30 countries.'*

**Step Two-** Rearrange the similar text.

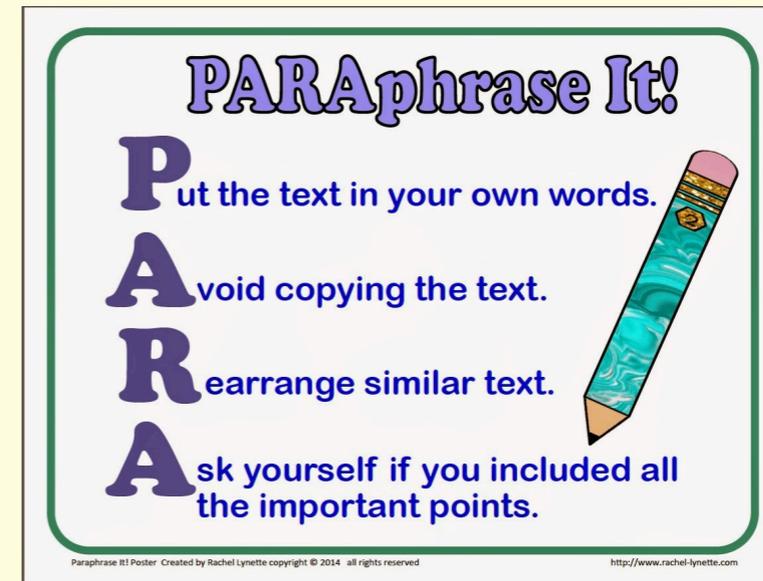
*'World war that started in 1939... 30 countries.... involved 100 million people.... world war'*

**Step Three-** Rewrite the the text into your own words

*'In 1939 World War Two began, it involved 30 countries and over 100 million people, this is what made it a world war.'*

**Step Four-** Have you included all the important information?

*'In 1939 World War Two began, it involved 30 countries and over 100 million people, this is what made it a world war.'*



## Handy Hints-

- You can take facts or information from different sources and include it all in one paragraph or even in one sentence.
- You do not have to include all the information from one source, pick the information from the source that is important to your research.

# Write a Bibliography

A bibliography is a list of sources that have been used in a piece of writing, it helps you and the reader understand the where the information has come from.

It also makes your piece of writing more credible because you have researched a topic and have evidence to support your argument.

How do we write a bibliography and reference our sources, we reference sources differently based on what they are.

**Referencing a book-** Author's surname followed by the first name, full title of the book, publisher, place, date of publication.

*Example- Allaby, Michael. Droughts. Facts on File, New York, 2001*

**Referencing a Video-** Title of video (source in brackets) Publisher, place of publication, date of publication.

*Example- Apocalypse: The Second World War (Youtube) Enigma Docs, Education, 19th June 2012*

**Referencing a website-** "Title of work," URL, date of visit to site in brackets.

*Example- 'Second World War'*  
<https://www.awm.gov.au/atwar/ww2/> (10th June 2016)



**Handy Hints-** (Use the extra dot points to write down sources as you are researching)

- Remember to write down your sources as you are researching so you can easily add them to your bibliography.

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