

4. Self evaluation

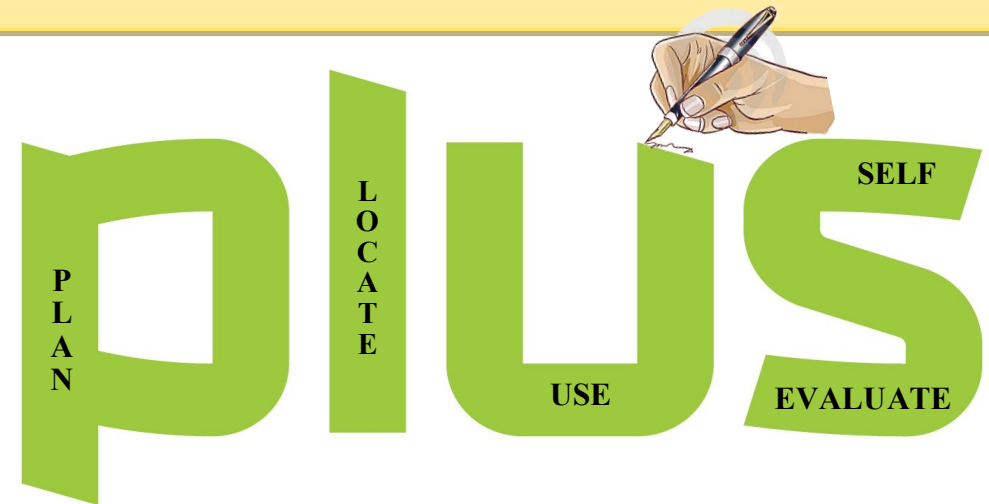
- **Think about the things you did and the things you might have done**
- **Rewrite your work if necessary** (It is importante that you feel fully satisfied with the work you have done)
- **Consider:**



- * I know to google information using key words
- * I know where and how to search for the most suitable information
- * I use my own words
- * I respect the copywrite
- * I do not copy /past
- * I feel comfortable to answer to any question related with the topic of my work

Now...
you are ready
to start your work

Modelo de Pesquisa de Informação (written works and projects)



This model, created by Herrings, in 1996, will help you to develop a strategy for searching and using information for your written works.



BLOGUE: bibliotecasoaresbasto.blogspot.com

E-MAIL: bibliotecas@soaresbasto.pt



HORÁRIO: Segunda a Sexta-feira | 08:00 às 18:00

This model has four phases. Follow them carefully

1. Plan your work (goal)

- What is the theme of the work?
- What audience is it for?
- What do I know about the topic?
- What I don't know yet, but I need to know about the topic?

2. Locate the information (where to look for and how)

- What am I going to refer? (create a *brainstorming* with the main ideas of the topic)
- How do I organize the ideas? (outline the *brainstorming* from the most general to the most particular issues)
- Where do I find the information? (Look for the information in:)

Books
Internet
Magazines
Dictionaries / Encyclopedias
People (friends, family, communities, associations, Libraries, School library, etc)
Newspapers
Interviews
Documentaries
Movies
Etc



- How do I find and select the most importante information? (Ask 6 questions using “who?”, “what?”, “where?”, “when?”, “why?”, “how?”)

3. Use the information (select information)

- Take notes, abstracts, charts, tables, graphs, diagrams, summaries, ... (they are useful to organize the ideas about the topic)
- Start writing? (Write in a simple and creative way. Do not *copy/paste* and respect the copywrite)

Attention: Take notes for the bibliography:

Author
Title
Edition
Local of edition
Date
Pages

Use the support script:



“How to do the bibliography with Ms – Word“ in your School Library or ask your Librarian Teacher for help.

- Organize the written work (follow the following steps:

* Work cover
* Index
* Introduction
* Main
* Conclusion
* Bibliography
* Attachements

Attention:

Think about the support you are going to use:

* Impressed or Digital
* DVD / CD
* Pen
* Poster

- Vocabulary (Adequate the vocabular to the public you are doing your work Use your own words and pay special attention to misspelling . If you quote, do not Forget to mention the author. Use connectors to link all the issues. And keep it simple but enjoyable to read)