



# Finding out about a task



## Managing Information

1. What questions do you have about the task? Write them down.
2. Choose the most important questions.
3. Where can you find the answers to these?
4. How will you record this information?





# Making a plan



## Managing Information

1. What do you have to do?
2. Have you done anything like this before?
3. Try breaking it down into smaller parts like a beginning, a middle and an end.
4. Make a plan.
5. What can you add to your plan to make sure your task works well?





# Questions and answers



## Managing Information

1. What questions do you have to answer by doing this task?
2. What can you do to find this information?
3. Who is the information for?
4. Will you be able to use it to answer any questions they have?





# Recording your information



## Managing Information

1. What do you need to do with the information that you find?
2. Are you going to use this information straight away, or do you need to look for more?
3. How will you store the information until you need it?
4. How will you remember where you saw the most helpful information?







# Evaluating information



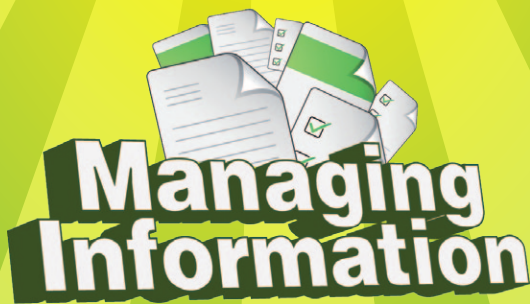
**Managing  
Information**

1. Did you find good information?
2. Did it give you the answers you needed?
3. Has it given you new ideas?
4. Could you find better information next time?
5. Why do you think that?





**What do you know?  
What do you want  
to know?  
What have you  
learned?**



**K**  
Know

**W**  
Want to know

**L**  
Learned





# Getting ready



## **Managing Information**

1. What do you need to find out before you begin the task?
2. Can anyone else help you?
3. Have you done anything like this before?
4. How are you going to find the information you need?
5. How will you record it?





# Finding new information



## Managing Information

1. What do you want to find out about?
2. Where can you look to find this information?
3. Is there a best way to find it?
4. How will you know that the information you find is true?
5. How will you know that you have found the best information?







# Working with information you already have



## **Managing Information**

1. Think carefully about what you were trying to find out.
2. Does the information you have give you all the answers you need?
3. What do you still need to find out?
4. Should you look for it in the same way as before or try a different way?





# Presenting information



## Managing Information

1. You are going to present the information you have to someone. Think about who it will be.
2. What would be the best way to show it so that they understand?
3. Are you going to present all the information or just use some bits?
4. Which bits of the information do they need?

