

## **MODULE 2: RESEARCHING INFORMATION**

### **CODE: 961 024 Duration: 60 hours**

#### **A. Specify what is to be researched**

- Clear formulation of the purpose of the research
- Identification of the various aspects to consider when doing the research

#### **B. Select and consult reference sources**

- Selection of appropriate sources for the research
- Variety of sources selected
- Effective navigation using hypertext links
- Effective use of search engines and criteria on the Internet
- Quick location of relevant information
- Appropriate organization of site addresses to save

#### **C. Extract information**

- Accurate interpretation of information
- Relevance of information extracted
- Correct procedure for importing files
- Correct setting of printing parameters
- Methodical note-taking
- Observance of copyrights

#### **D. Formulate and record the results of the**

- Consideration of initial purpose and limits research
- Clear, concise writing
- Use of appropriate terminology
- Methodical recording of information