The important thing is not to stop questioning.
—Albert Einstein

The Heart

The heart is an incredibly powerful organ. It works...
Focus on the information need

1. What did your teacher ask you to **find**?

   The teacher asked me to **find** out about: ____________________________

   This information can be found in a:
   - book
   - encyclopedia
   - World Wide Web
   - computer
   - database
   - dictionary
   - magazine
   - newspaper
   - other __________

2. What question(s) do you need to focus on to **find** this?

   Who _______ Where _______ all _______
   What _______ How _______ other _______
   When _______ Why _______

3. What kind of information do you need to **find** to answer the question(s)?

   Key Word 1
   - copy of encyclopedia page
   - copy of magazine page
   - paragraph
   - pictures

   Key Word 2
   - Key Word 3
   - Key Word 4

4. What are the key words you will focus on in your search to **find** information?

   (Remember, the "key" word is any word that describes what you want to **find**.
   The key word may also be called a "subject" word. For example, if you want to **find** information about the heart, your "key" words, or phrases, could include "circulation system" and "heart." )

   Key Word 1 _______ Key Word 2 _______ Key Word 3 _______ Key Word 4 _______

5. In case these "key" words do not help you **find** what you need, what are some other words or terms you could focus on?

   Other key words __________________________________________________________

6. Search strategies (keywords and syntax) you might use: Syntax = AND + OR NOT - "specific phrase"

   With the example for heart, you might search for:
   - "heart" + "circulation system" (This will **find** information that includes both "heart" AND "circulation system.")
   - "heart" OR "circulation system" (This will **find** information that includes either "heart" OR "circulation system. This search will return MANY results because it will **find** all of the information on the "heart" AND all of the information on the "circulation system.")
   - "heart" NOT "circulation system" (This will **find** only information about the "heart.")

7. Investigate and explore resources to look for the answers to your questions

   1. What are the best sources of information to **investigate** and explore for your answers?
      - almanac
      - Atlas
      - database
      - encyclopedia
      - dictionary
      - magazine
      - newspaper
      - other _______

   2. Where will you **investigate** and explore these sources?
      - classroom library
      - home library
      - information from your school library
      - media center
      - online
      - other _______

   3. If you will be using the World Wide Web, what search engine(s) will you use to **investigate** and explore your information?
      - ALA Great Web Sites for Kids
      - FactMonster
      - KidsClick!
      - Google
      - HomeworkSpot
      - Kids's Search Tools
      - other _______

   4. What online database(s) will you use to **investigate** and explore your information?
      - Biography Resource Center
      - Britannica Online School Edition
      - Encyclopedia Americana
      - Grolier Multimedia Encyclopedia
      - Junior Reference Collection
      - Kids InfoBits
      - Land and People
      - NewsBank Kids Page
      - Student Resource Center
      - World Book Online
      - other _______

8. Investigate and explore facts

   1. How will you know if the information is correct? (Did you find the same information in two places?) up-to-date? (How recently was the information printed?) written by someone who knows the subject? (Why is this person an "expert" on your subject?)

   2. How will you keep track of the information you find?
      - chart
      - database
      - outline
      - spreadsheet
      - digital note cards
      - tape recorder
      - drawings or graphs
      - video camera
      - graphic organizer software
      - word processor
      - note cards
      - other _______

   3. When you find your information, you will need to **note** where you found it. Do you know what format your teacher wants you to **note** the sources you use?
      - No (If your answer is no, please see your teacher or school library media specialist.)
      - Yes (I know how I will note my sources.) I will note them in a: bibliography at the end of my report
      - footnote on each page of my report
      - reference list at the end of my report
      - other _______

   4. Do you know what information to record for each source you use?
      - No (If your answer is no, please see your teacher or school library media specialist.)
      - Yes (I know how I will note my sources.) I will note the:
      - name of the author
      - title of the book
      - name and place of the book publisher
      - date of the book
      - date of the magazine or newspaper
      - URL (Web page address)
      - other _______

   5. Where will you ____________ for your answers?
      - online school
      - classroom
      - home library
      - school library
      - media center
      - other _______

   6. How will you keep track of the information you find?
      - chart
      - database
      - outline
      - spreadsheet
      - digital note cards
      - tape recorder
      - drawings or graphs
      - video camera
      - graphic organizer software
      - word processor
      - note cards
      - other _______

   7. What online database(s) will you use to **investigate** and explore your information?
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      - Land and People
      - NewsBank Kids Page
      - Student Resource Center
      - World Book Online
      - other _______

   8. Investigate and explore facts
      - How will you know if the information is correct? (Did you find the same information in two places?) up-to-date? (How recently was the information printed?) written by someone who knows the subject? (Why is this person an "expert" on your subject?)
      - Yes (I know how I will note my sources.) I will note the:
      - name of the author
      - title of the book
      - name and place of the book publisher
      - date of the book
      - date of the magazine or newspaper
      - URL (Web page address)
      - other _______

   9. Where will you ____________ for your answers?
      - online school
      - classroom
      - home library
      - school library
      - media center
      - other _______

   10. How will you keep track of the information you find?
      - chart
      - database
      - outline
      - spreadsheet
      - digital note cards
      - tape recorder
      - drawings or graphs
      - video camera
      - graphic organizer software
      - word processor
      - note cards
      - other _______

   11. What online database(s) will you use to **investigate** and explore your information?
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      - Grolier Multimedia Encyclopedia
      - Junior Reference Collection
      - Kids InfoBits
      - Land and People
      - NewsBank Kids Page
      - Student Resource Center
      - World Book Online
      - other _______