

<b>Information Handling Skills - terms and steps plus references to the National Curriculum</b>				
<b>The Nine Step Plan Marland</b>	<b>The Big Six Eisenberg/Berkowitz</b>	<b>English: En1 Speaking &amp; Listening, En2 Reading &amp; Writing</b>	<b>Mathematics Ma3 Problem solving, communication, reasoning</b>	<b>Mathematics Ma4 Handling Data</b>
1. What do I need to do? (formulate & analyse need)	1. Task Definition 1.1 Define the task (the information problem)	"select, compare and synthesise information from different texts" En2 4a p50	"develop flexible approaches to increasingly demanding problems" 1a p58	specify the problem" 1ai p69
2. Where could I go? (identify & appraise likely sources)	1.2 Identify information needed in order to complete the task (to solve the problem)	"sift the relevant from the irrelevant and distinguish between fact and fiction, bias and objectivity" 4c p50		
3. How do I get to the information? (trace & locate individual resources)	2. Information Seeking Strategies 2.1 Brainstorm all possible sources 2.2 Select the best sources	"to extract meaning beyond the literal ..." En2 1a p49 "take different views into account" En1 3b p46	"select problem-solving strategies and resources ..." 1a p65	"select and organise appropriate ... resources" 1c p69
4. Which resources shall I use (examine, select and reject individual resources)	3. Location and Access 3.1 Locate sources 3.2 Find information within the source	"sift, summarise and use the most important points" En1 3c "plan, draft and redraft" En3 2a "organise ideas and information, distinguishing between analysis and comment" En3 1n p52	"select appropriate ... strategies to solve ... problems" 4b p62 "select and combine known facts and problem-solving strategies to solve complex problems" 1b p65	"collect data from a variety of suitable resources" 1aii p69
5. How shall I use the resources? (interrogate resources)	4. Use of Information 4.1 Engage in the source (read, hear, view, touch)	"clarify and synthesise others ideas" En1 3e p47		
6. What should I make a record of? (recording and sorting information)	4.2 Extract relevant information	"use a range of techniques and different ways of organising and structuring material to convey ideas, themes and characters" En3 1d p52	"identify what further information is needed to solve a problem" 1c p65	"identify what further information is required" 1b p69
7. Have I got the information I need? (interpreting, analysing, synthesising, evaluating)	5. Synthesis 5.1 Organize information from multiple sources 5.2 Present the information	"distinguish features of presentation" 2c p46 "present material clearly, using appropriate layout, illustrations and organisation" En3 1h p52		
8. How should I present it? (presenting, communicating)	6. Evaluation 6.1 Judge the process (efficiency) 6.2 Judge the product (effectiveness)	"analyse review and comment" En3 7d p54 "use vocabulary, structures and grammar of spoken standard English fluently and accurately ..." En1 5, En11f	"interpret, discuss and synthesise ... information presented in a variety of forms" 1d p65	"process and represent the data" 1aiii p69 "interpret and discuss the data" 1aiv p69
9. What have I achieved? (evaluation)				

Design Technology	Information & Communication Technology	History	Geography	Modern Foreign Languages
<p>“the concepts of input process and output and the importance of feedback” 5a p140</p> <p>“select and use tools, equipment and processes” 2a p136</p> <p>“identify relevant sources of information using a range of resources including ICT” 1a p136</p> <p>“use graphic techniques and ICT to communicate” 1h p136</p>	<p>“be systematic in considering the information they need” 1a p44</p> <p>“develop and explore information, solve problems and derive new information” 2a p144</p> <p>“explore a variety of information sources” 5b p145</p> <p>“work with a range of information” 5a p145</p> <p>“select appropriate resources” 1b p144</p> <p>“use and refine search methods and question the plausibility and value of the information found” 1b p144</p> <p>“collect, enter, analyse and evaluate quantitative and qualitative information, checking its accuracy” 1c p144</p> <p>“to interpret information” 3a</p> <p>“use a range of ICT tools efficiently to draft, bring together and refine information” 3b p144</p> <p>“reorganise and present information in a variety of forms” 3a p144</p> <p>“use a range of ICT tools ... to create good-quality presentations in a form that is sensitive to the needs of particular audiences and suits the information content” 3c p144</p>	<p>“identify select and use a range of appropriate sources of information” 4a p150</p> <p>“select and record information relevant to the enquiry” 4b p150</p> <p>“communicate knowledge and understanding using a range of techniques” 5c p150</p>	<p>“ask appropriate questions” 1a p156</p> <p>“suggest appropriate sequences of investigation” 1b p156</p> <p>“select and use secondary sources of evidence” 2d p156</p> <p>“collect record and present evidence” 1c p156</p> <p>“analyse and evaluate evidence” 1d p156</p> <p>“draw and justify conclusions” 1d p156</p> <p>“communicate in ways appropriate to the task and audience” 1f p156</p> <p>“select and use appropriate graphical techniques to present evidence” 2e p156</p>	<p>“how to use dictionaries and other reference materials appropriately and effectively” 3d p164</p> <p>“using a range of resources ... for accessing ... information” 5e p166</p> <p>“working with authentic materials in the target language” 4a p165</p> <p>“techniques for skimming and for scanning written texts for information, including those from ICT-based sources” 2h p164</p> <p>“listening reading or viewing for personal interest and enjoyment as well as for information” 5g p165</p> <p>“summarise and report the main points” 2i p164</p> <p>“how to express themselves using a range of vocabulary and structures” 1c p164</p> <p>“using a range of resources ... for ... communicating information” 5e p166</p>

Art & Design	Music	Physical Education	Science: Sc1 Enquiry	GNVQ
<p>“discuss &amp; question critically” 1b p168</p> <p>“investigate art, craft and design in the locality, in a variety of genres, styles and traditions, and from a range of historical, social and cultural contexts” 5d p169</p> <p>“record and analyse first-hand observations” 1a p168</p> <p>“analyse and evaluate their own work and others’ work” 3a p168</p> <p>“adapt and refine their work” 3b p168</p> <p>“organise and present information in different ways” 1c p168</p>	<p>a range of live and recorded music from different times and cultures” 5e p173</p> <p>“identify resources ... processes ... used in selected ... genres styles and traditions” 4c p172</p> <p>“analyse evaluate and compare ...” 3a p172</p> <p>“select &amp; combine resources” 2b p172</p> <p>“apply knowledge and understanding” p172</p>	<p>“use principles to plan and implement strategies” 2a p176</p> <p>“use a range of problem-solving skills and techniques” 11b p178</p> <p>“modify and develop their plans” 2b p176</p> <p>“refine and adapt existing skills” 1a p176</p> <p>“be clear about what they have actually achieved” 3a p176</p>	<p>“using a range of sources of information” 1d p112</p> <p>“whether to use evidence from first-hand experience or secondary sources” 2b p104</p> <p>“decide the extent and range of data to be collected” 2e p104</p> <p>“the interplay between empirical questions, evidence and scientific explanations ...” 1a p104</p> <p>“seeing if evidence matches predictions” 1b p104</p> <p>“use a wide range of methods ... to represent and communicate” 2i p104</p> <p>“consider whether the evidence is sufficient to support any conclusions” 2o p105</p> <p>“suggest improvements...” 2p p105</p>	<p>Design an action plan</p> <p>Identify information needs</p> <p>seek information</p> <p>select information</p> <p>synthesise</p> <p>communicate effectively</p> <p>evaluate</p>