

Student name: _____

Class: _____

Date: _____

Practice

1 Are these efficient research skills? Mark the sentences T (true) or F (false).

- a _____ Use keywords and operators such as *OR* and *site:* to limit or expand searches on Google.
- b _____ Before you visit, use your library's digital services to find out if they have what you're looking for.
- c _____ Read books and articles word by word to make sure you don't miss any details.
- d _____ Take photocopies of everything you come across so that you can take them home and use them later.
- e _____ Find the section of the library for your area of study and look at the shelves to see if any titles match your needs.
- f _____ Use a highlighting pen and Post-it notes in library books to make it easier to find relevant parts later.
- g _____ Check the author's reference list to find further sources for your research.

2 Discuss these questions with a partner.

- a How much do you use physical resources (books, journals, etc.) in your studies, compared to online material?
- b Which search engine do you usually use? Do you ever use operators to refine your searches?
- c Have you ever used Google Scholar?
- d Do you have access to a public or university library? If so:
 - When was the last time you went to it?
 - What services does it offer?
 - Does it have online catalogues and search tools?
 - Can you access other libraries through it?

3 Your teacher has asked you to write an essay. Read the assignment and answer the questions below.

Despite increasing awareness of the issue, gender equality at work still seems a distant reality. Whilst in most developed countries women form at least half of the workforce, the proportion in management positions is considerably lower. In addition, there is still a significant gender gap in terms of salaries in most sectors.

Discuss this issue in 900–1000 words.

- a What is the main topic of the essay?
- b What two main issues regarding the topic does the assignment raise?
- c What do you know about this topic already? What's your opinion?
- d What do you need to find out?
- e What keywords and search operators could you use to find information more easily?

Reflect

8  Think about the strategies you used in this unit and make notes in the table below.

Things I already did before	Things I will do from now on	Things I don't think would work for me