

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?

**4** Circle the types of information you could include in your essay.

definition	cause	statistic	quotation	example	solution
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**5** Match the types of information from Exercise 4 to the sentences below.

- a \_\_\_\_\_ In the UK, the gender pay gap fell to 8.6% among full-time employees in 2018.
- b \_\_\_\_\_ Inequality is greater in some industries, e.g. technology and finance.
- c \_\_\_\_\_ Parenting responsibilities are not shared equally.
- d \_\_\_\_\_ 'A public debate is needed that better communicates and challenges the complexity of gender issues in the twenty-first century workplace' (Eikhof, 2012).
- e \_\_\_\_\_ Make laws that open up all sectors to part-time and flexible working.
- f \_\_\_\_\_ Gender equality means the state in which access to rights or opportunities is unaffected by gender.

**6** Find two academic articles and two books on Google Scholar that you can use as sources for your work.

- a \_\_\_\_\_ Search for the keywords in the essay using operators.
- b \_\_\_\_\_ Scan the abstracts to find out if they are relevant for your essay.
- c \_\_\_\_\_ Check if the full texts are available online or at your library.
- d \_\_\_\_\_ Make notes about the sources you have chosen using a research grid, like the one below from **Research (1)**.

Link	Author	Title	Date posted	Date accessed
Summary (≤20 words)				

## TIP

Virtual bookshops such as Amazon often allow you to view some pages, including the contents page and the reference section or bibliography. Use them to help you decide if that source is relevant.

**7** Compare your sources with a partner.

- a How many times have your sources been cited in other academic work? You can find this information under the title in Google Scholar.
- b Are the authors considered experts on this topic? Click on their names to see what other work they have produced.
- c Considering when the source was published, do you think the content is still valid/relevant?

## 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