

Locating and Recording Internet Sources

The internet is an amazing place to do research; it has an almost unlimited amount of information. However, searching on the internet can be very frustrating without knowing the right tools.

1. When searching, choose a large search engine such as Google, Yahoo, or Metacrawler.
2. Try to be as specific as possible when typing in your search topic.
Instead of "CATS," type in "information on how cats communicate."
3. Remember that all the words in your search must be spelled correctly or they could lead to false results.
4. When looking through your search results, read the information about the site below where you click to go there. If you read information in that that doesn't sound like what you're looking for, you probably should choose another site.
5. Remember that sites with **ORG, EDU, GOV** at the end of their addresses will usually be the best sites for reliable information. (But, don't completely ignore the COM or NET sites.)
6. If you don't get anything with your first search or find anything useful, **don't give up!** Try re-wording your search topic.
Instead of "information on how cats communicate," try "articles about cats or cat communication."
It may take a few tries before you word it just right to get the information you need.
7. When you find a site that looks useful, write down the source or bibliography information so you can use the notes from it and so you can find it again later.
8. **MOST IMPORTANTLY:** To find information, you have to **READ!** The notes are not going to jump off the screen or page and land on your paper. To know if it is a good resource, you will have to read most of it before you can take notes or print.

Happy Hunting!



PARTS OF REFERENCE BOOKS

Title page is usually the first printed page in a book. It gives the title of the book, the author's name, the publisher, and the place of publication.

Copyright page is right after the title page. It gives the year the book was published. If the book is old, it may not be a good source to use.

Introduction—also the preface, foreword, or acknowledgment—comes before the table of contents. It tells what the book is about.

Table of contents shows you the divisions of the book. It might be divided into chapters or units.

Body is the main text of the book.

Appendix comes after the body. It contains special information such as maps, charts, tables, letters, diagrams, and so on.

Glossary is at the end of the book. It is the dictionary part that defines specific words that are found in the book.

Bibliography is a list of books or articles that the author used as references when writing the book. It can help you find other books or references that might be useful for your research.

Index is an alphabetical listing of words and terms that are found in the book. It is a very helpful part of the book when you are looking for specific information.

Headings can be found in each chapter. They are titles that tell you what information can be located in that section of the chapter.

Bold-faced words are words that have been printed in bold type so that the reader can tell at a glance what is important on the page.

Strategies for Reading Nonfiction

Reader's Name Listener's Name

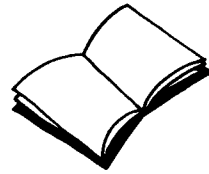
Title of Text Date

Listener's Checklist

Place a check next to the strategy each time it is verbalized.

Before Reading

- Discusses what he/she already knows about the topic
- Previews the text
- Asks questions
- Makes predictions



While Reading

- Asks questions
 - Uses headings to form questions
 - Uses topic sentences to form questions
- Looks for answers to questions
- Checks for meaning by rereading the parts that he/she doesn't understand
- Uses context clues to determine a new word or meaning of a word
- Retells parts of the text
- Rereads text if he/she can't retell
- Notes the meanings of bold-faced words
- Relates what is being read to prior knowledge

After Reading

- Summarizes or retells the important things in the text
- Thinks about the questions he/she had and tries to answer them

The Listener's comments:

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