

Title: Information Handling Skills

Evaluated by Abi Okuyemi and John Lindsey

A simple work sheet in Word format by Elizabeth Doyle designed to help students understand what it is they need to think about for projects that require information-handling skills.

<http://contribute.ngfl.gov.uk/attachments/1568/information.doc>

Ease of use:

- ◆ A one page instruction sheet designed to aid students in planning ICT projects.
- ◆ Clear layout with use of simple graphics to enliven the page.

Content:

- ◆ Useful and simply stated content outlining planning and use of resources.
- ◆ Asking Student to constantly evaluate his/her own work and to look dispassionately at the results achieved.
- ◆ Information is well thought out and valid to the needs of the student.
- ◆ Much suggestion of areas in which a student may find information ranging from libraries to the internet.
- ◆ Ties in well with unit 15 of the schemes of work, “Systems – managing a project”.

Design and presentation:

- ◆ Clear and straightforward design
- ◆ Simple graphics making page more attractive to target audience
- ◆ Well structured and concise in content