How to find relevant information

Strategies to find relevant information efficiently
Start the search process

➔ Start by reading material recommended by your lecturer

➔ Refer to references at the end of the reading material that may lead you to similar information.
Plan your search

➔ What exactly do you need to find out about the topic? Look at the wording of the assignment

➔ Where are you going to start searching? Catalogue? Journals? Web?

➔ How much time do you have to research?
Look at your assignment topic

Discuss: Bullying in the Australian workplace: issues, prevalence, and solutions

Ask yourself:
What are the main ideas/keywords? Hint: Usually nouns
What are the limiting words? Hint: Limiting words limit searches to a particular place, date or format
Brainstorm search terms

Use synonyms* (if necessary)

Bullying OR harassment
AND
Workplace OR office OR industry
Filter your search in Google

Google search for "bullying in the workplace" with filters:
- Country: Australia
- Past year
- Sorted by relevance

Workplace bullying - worksafe.qld.gov.au
https://www.worksafe.qld.gov.au/injury...
Nov 16, 2015 - Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.

Anti-bullying | The Fair Work Commission
Feb 3, 2016 - From 1 January 2014, a worker in a constitutionally covered business who reasonably believes that he or she has been bullied at work can apply to the Fair ...

Workplace discrimination, harassment and bullying ...
https://www.humanrights.gov.au/.../workplace-discrimination-harassment.../workplace-discrimination-harassment...
Mar 4, 2015 - Taken together, they make certain types of workplace behaviour against the law. As an employer you need to prevent discrimination, harassment or bullying ...
Know when to change search terms

After 30 minutes of fruitless searching, if you are not getting what you want...

➔ **Re-think your search strategy**
   (change keywords, ask for help)

➔ **Remove keywords** to widen your search

➔ **Add keywords** to make your search more specific
As you read

**Scan** to quickly get to a particular piece of information

→ Start scanning the text by allowing your eyes (or finger) to move quickly over a page.
→ As soon as your eye catches an important word or phrase, start reading.

**Skim** to get an overview to see if this is the information you are looking for

→ Look at headings, highlighted text, images, introductions, summaries, the first in each of a paragraph)

Think pair share

Which strategy do you use when browsing the search results page?

Which strategy do you use when reading a website or article?
Evaluate the relevance and quality of what you’ve found

- Did you need to present a range of views and perspectives? Do your sources provide this?

- Do your sources provide evidence to support the ideas/points you are making?

- **How detailed is it?** – does it give you enough information to include in your assignment?

- Check for **author expertise**. What are their credentials?
“I can’t find anything!”

Change resource. Eg. Marketing reports are found in specialised databases and not on Google.

Ask someone in your social network. Eg. A librarian, expert, classmate, lecturer, colleague.
Final words

- It takes time to find good information
- Aim for a few quality articles rather than many average articles, blog postings, etc.
- Productive persistence is key
Where to now?

For additional resources for this session and to download the exercise, go to the Library website and click on Study Skills.