

Lesson Plan for Business Information Studies

Topic: Information Management

Teacher: Submitted by Jeanne Roy, Goffstown Area High School
jroy@goffstown.k12.nh.us

Subject: IT & ME Works

Grade: 9

Time: 1 hour (independent of time that is tied to actual research project)

Objectives: At the end of the lesson, students will be able to:

- List the steps to organizing an information search;
- Identify personal barriers to completing the information search;
- Develop strategy for completing assigned information search

Standards: Career Development:

- Student will use information-gathering techniques and technologies in collecting, analyzing, organizing, and presenting information

Setting: Classroom; access to library/Internet for at least the research component

Materials: Either assign a topic or have students select topic for the info search.

**Discuss with librarian/information center manager ahead of time.

Depending on student knowledge, a thorough review of your school's resources (Internet and hard copy material) should be done.

Paper for Mind Map (sample attached)

Teacher's Role: Note: This mini lesson could be combined with Web site evaluation or as an introduction to the international business research activity.

1. Ask student to brainstorm how they prepare to do an information search/research—what works, what doesn't. Tie to any previous time management discussions. Have students discuss. Create the 'perfect' strategy.
2. Review handout. Allow students to build mind maps to help retain Research and Writing Tips.
3. Have students create a TOP 10 list of things that you should do to perform the perfect information search.
4. Assessment: Ability to complete research project in a timely manner.

School to Career Connection: If possible, invite a researcher from a newspaper to discuss the need for an organized information search.

Employability: written language, organizational skills

IT & ME WORKS

Name _____

Business Information Studies – Information Management - Information Search
Guidelines

