

## LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

<b>Module Name: Media Literacy</b>	
<b>Topic 1 Title: Types of information sources and services</b>	
<b>Lesson Plan 1 – In search of information</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to understand the topic of "source of information" and to put it into practice in everyday life.
<b>Target Group</b>	Adults (seniors)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>● Classroom</li> <li>● Internet access</li> <li>● Computer/laptop</li> <li>● Projector</li> <li>● White board</li> <li>● Books/newspapers</li> </ul>
<b>Tools/ Materials</b>	<ul style="list-style-type: none"> <li>● A3 paper</li> <li>● Sticky notes</li> <li>● Handout 1</li> <li>● Handout 2</li> <li>● Handout 3</li> <li>● Handout 4</li> <li>● Handout 5</li> </ul>
<b>Main Tasks</b>	<ol style="list-style-type: none"> <li>1. <b>Start of the meeting:</b> presenting the topic and the way of work - presentations, discussions, workshop work <b>(5 mins)</b></li> <li>2. <b>Task 1: What sources of information do we use? (15 mins)</b></li> </ol>

*Information reaches us through various channels. They have a significant impact on our knowledge about the world, everyday life, worldview and, consequently, our decisions. It is important to use information from reliable sources and check its credibility. It's important to learn how to choose the right source. Remember that there is no completely objective source of information.*

1.1 Participants receive sticky notes and write the sources of information they use - each sticky note is one source.

The coach creates the rays of the sun on the white board- groups repeated answers, e.g. books, press, media, Internet, encyclopedias, other people's knowledge, movies, podcasts etc.

1.2 Discussion: Are there sources of information that are not included here? Which we don't use, but can we? Or why do we use some of them less often? Participants receive glossaries (**see Handout 1**) with the division and definition of sources.

**Summary:** *Throughout our lives, we have learned to reach for reliable sources of information. We often limit ourselves to those that have proven themselves many times over. It happens that we do not make an effort to expand these strategies.*

### **3. Task 2: We are building a model of searching for information (20 mins)**

2.1. The participants, divided into pairs, receive sentences that they form in a logical path of searching for information (**see Handout 2**)

2.2. Summary: overview of Big6 - Information literacy model (**see Handout 3**)

*Usually, we obtain knowledge and information according to the steps arranged. We may not be aware of this. Each stage is necessary to ensure that the information we obtain is satisfactory for us.*

### **4. Task 3: The information search model in practice (25 mins)**

3.1 We divide the participants into 3 groups. Participants receive worksheets (**see Handout 4**).

Answer the questions:

- What information do you need?
- Find 2 sources from each category: books, websites, electronic publications (e.g. film, presentation)

What you need: a computer with Internet access, books and newspapers can be brought.

**5. Task 4: Which source of information fits best? (15 mins)**

4.1. Participants receive a card with a table containing 3 categories (*see Handout 5*): study/work, interests, entertainment. Their task is to assign entries to the appropriate category - they try to answer the question which source will be the best to search for knowledge in a given category.

**6. Task 5: Wrap up (10 mins)**



## HANDOUT 1: Types of information sources and services

1. **Documentary** - "A material object containing recorded information intended to be transmitted in time and space".

- **Original document**

Definition: It is a product of human thought and "has the form in which the author prepared and predicted it."

- **Secondary document**

Definition: "It is prepared from the original or a derivative document and reflects its full and unchanging features in terms of content and often form" (photo, photocopy, scan of the original document).

- **Derivative document**

Definition: "Prepared from a primary or secondary document by elaboration according to certain rules and provides information about the primary document and its content.

Derivative documents are also called information tools." - i.e. bibliographies, issue files.

2. **Non-documentary** - "Organizations and information systems, personal contacts, conversations, lectures at conferences and congresses, lectures at courses, training, lessons, observations and observations, radio messages, TV images, etc. The basic feature is the fact that the information transmitted is not materially recorded in any form, but passes directly from the source of the information to its recipient. "

- **Non-documentary team** (the teacher points to conferences, lectures, conventions, fairs, symposia),

- **Undocumented individual** (lists personal contacts, conversations here).

Source: <https://doczz.pl/doc/1065194/%C5%BAr%C3%B3d%C5%82a-informacji-naukowej.-konspekt-lekcji-bibliotecznej-w>



## HANDOUT 2: Types of information sources and services

What am I looking for?  
What do I want to find?  
I define and identify the problem. What information am I missing?

I define what are possible (all available to me) sources of information. I decide which sources to use.

I find the information source I need - I locate it and find the information I need.

I read the information found - I read, listen, watch. I reject what is unnecessary to me.

I organise information I have collected from various sources. I indicate the most important. I save them so I can use them

I assess whether the effect of my actions satisfies me.



## HANDOUT 3: Types of information sources and services

### BIG6 – INFORMATION LITERACY MODEL



Source: <https://vgulibguide.wordpress.com/info-literacy-skills/big6-model/>



## HANDOUT 4: Types of information sources and services

Group 1

### YOU WANT TO INCREASE YOUR KNOWLEDGE ABOUT THE CAPITAL OF SPAIN - MADRID

1. What information do you need?

.....  
.....  
.....

2. Find 2 sources from each category: books, websites, electronic publications (e.g. film, presentation)

\*(You can add more categories. If you think that another category will be more important for your topic - change the existing one or add a new one)

Books:

1.....  
.....  
2.....  
.....

Websites:

1.....  
.....  
2.....  
.....

Electronic publications:

- 1.....  
.....
- 2.....  
.....





## HANDOUT 4: Types of information sources and services

Group 2

### YOU WANT TO LEARN MORE ABOUT THE DIABETIC DIET

1. What information do you need?

.....  
.....  
.....

2. Find 2 sources from each category: books, websites, electronic publications (e.g. film, presentation)  
\*(You can add more categories. If you think that another category will be more important for your topic - change the existing one or add a new one)

Books:

1.....  
.....  
2.....  
.....

Websites:

1.....  
.....  
2.....  
.....

Electronic publications:

- 1.....  
.....
- 2.....  
.....

## HANDOUT 4: Types of information sources and services

Group 3

### YOU WANT TO FIND INFORMATION ON HOW TO BAKE HOMEMADE BREAD

1. What information do you need?

.....  
.....  
.....

2. Find 2 sources from each category: books, websites, electronic publications (e.g. film, presentation)

\*(You can add more categories. If you think that another category will be more important for your topic - change the existing one or add a new one)

Books:

1.....  
.....  
2.....  
.....

Websites:

1.....  
.....  
2.....  
.....

Electronic publications:

1.....  
.....

2.....  
.....



## HANDOUT 5: Types of information sources and services

Sources of information:

Wikipedia / Daily newspaper / Encyclopedia / Social network "Facebook" / Internet forum "Our favorite books" / TV Info / Scientific journal / Article comparing the latest models of mobile phones on the website with technical news / Culinary Internet blog with recipes for cakes / Youtube movie channel run by a traveler

Category	Sources of information
Study/Work	
Interests	
Entertainment	

