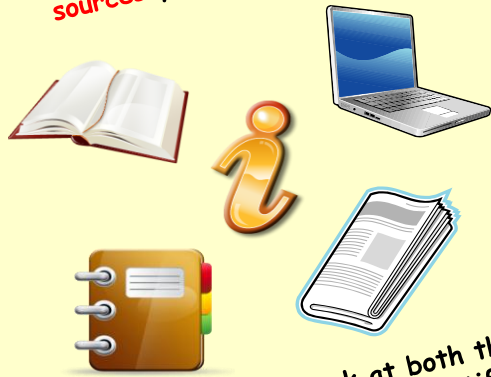




When you read the assignment title think what the **keywords** might be

Choose which types of **information sources** you are going to use



If you are using books look at both the **contents pages** and **indexes** to identify chapters or pages with useful information

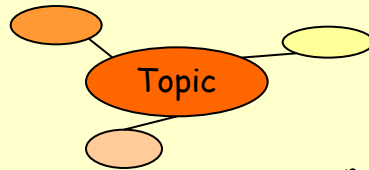
Use your **skimming and scanning techniques** to identify if the information you've found is relevant



Summarise the **key points** from the information source

Use your **note making skills** to write down the key points

Draw a **mind map** if you want



Make sure you use your own words where possible

If you do use quotes, remember to put them in "quotation marks"



An example of an actual short piece of work with associated references, reference list and bibliography.

Oil is formed through a process that takes millions of years. The bodies of small plants and animals were buried under layers of silt or mud. Over millions of years pressure from the oceans and soil above and heat from the Earth's core below have changed this matter into oil (Moore, 2009).

This fossil fuel, like coal and natural gas, is a not a renewable source of energy. Scientists believe "the world will run out of oil in 40 to 60 years" (Raum, 2008, p.8).

**References:**

- Moore, H. (2009) *The story behind oil*. London: Heinemann Library.
- Raum, E. (2008) *Fossils Fuels and biofuels*. London: Heinemann Library.

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- Strachan, D. (2009) 'Scraping the bottom of the barrel', *New Scientist*. 5 December, pp. 34-39.
- The World Book Encyclopaedia (2006) Chicago: World Book, Inc.