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| **Unit 2 Information Management - STUDY GUIDE** | |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Factors that should be evaluated when assessing information's quality. |
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|  | |  |  | | --- | --- | | **A.** | Validaty, Reliability, and Bias | |
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|  | |  |  | | --- | --- | | **B.** | Accuracy and Timeliness | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Timeliness and Bias | |
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|  | |  |  | | --- | --- | | **D.** | A & B | |
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| **2.** | Ways to organize information to support the purpose and format needed for a task |
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|  | |  |  | | --- | --- | | **A.** | Outlines, Drafts, and Summaries | |
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|  | |  |  | | --- | --- | | **B.** | Storyboards, Proposals | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Proposals and Summaries | |
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|  | |  |  | | --- | --- | | **D.** | A & B | |
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| **3.** | The advantages of storing / recording information |
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|  | |  |  | | --- | --- | | **A.** | Documentation and Audit Trail | |
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|  | |  |  | | --- | --- | | **B.** | Personal Files and Heritge Preservation | |
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|  | |  |  | | --- | --- | | **C.** | Audit Trail and Persoanl Files | |
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|  | |  |  | | --- | --- | | **D.** | A & B | |
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| **4.** | Negative results of storing / recording information are obsolescence of format or medium and security of information |
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|  | |  |  | | --- | --- | | **T.** | True | |
|  |  |
|  | |  |  | | --- | --- | | **F.** | False | |
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| **5.** | Determining information should be based on: factual information, criticism, and options |
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|  | |  |  | | --- | --- | | **T.** | True | |
|  |  |
|  | |  |  | | --- | --- | | **F.** | False | |
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| **6.** | Types of formats of information sources are: Formality of information, disciplines, current vs hisorical, and primary vs secondary. |
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|  | |  |  | | --- | --- | | **T.** | True | |
|  |  |
|  | |  |  | | --- | --- | | **F.** | False | |
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| **7.** | Ways to integrate existing information , data or images into a new product or performance are: |
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|  | |  |  | | --- | --- | | **A.** | Quoting & Summarizing | |
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|  | |  |  | | --- | --- | | **B.** | Summarizing & Copying | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Copying & Manipulating | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | A & C | |
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