**Day 1:**

**Bell Ringer:**

**2.01 Self-Assessment Questionnaire**

Use the following questions to rate your current level of knowledge. Mark the most appropriate number on the scale. When you have finished, you can review your answers. A score of three or less might indicate a gap in your knowledge or understanding, and you may want to pay particular attention to these areas when you work through the Research Process guide.

1. **When you need to find information in business and management, how confident are you that you know the best places to search (e.g. search engines, subject gateways, online databases etc.) to find the information you need? (circle one)**

Very confident Confident Fairly confident Not very confident Not confident at all

1. **How familiar are you with journal articles as a source of information?**

Very confident Confident Fairly confident Not very confident Not confident at all

1. **How well does the following statement match what you do when you begin a new search for information?**

*Before I begin a new search for information (maybe for an assignment, or to help you choose your next holiday destination), I spend some time thinking about what I already know, what the gaps in my knowledge are, and the best types of information to meet my needs.*

5 – This is an excellent match; this is exactly what I do

4 – This is a good match; I usually do this

3 – This is a reasonable match; I do this to some extent

2 – This is a poor match; I don’t really do this

1 – This does not match; I don’t do this at all

1. **How well does the following statement match what you do when you are thinking of keywords or search words to use to search for information?**

*When thinking of search words, I break down my topic into broad areas and then identify the most appropriate search words. I also consider any synonyms or alternative subject words that might have been used to describe my topic.*

5 – This is an excellent match; this is exactly what I do

4 – This is a good match; I usually do this

3 – This is a reasonable match; I do this to some extent

2 – This is a poor match; I don’t really do this

1 – This does not match; I don’t do this at all

**5. How well does the following statement describe your approach to evaluating the information that you use?**

*When I come across a new piece of information (e.g. a website, newspaper article) I consider the quality of the information, and based on that I decide whether or not to use it.*

5 – This is an excellent match; this is exactly what I do

4 – This is a good match; I usually do this

3 – This is a reasonable match; I do this to some extent

2 – This is a poor match; I don’t really do this

1 – This does not match; I don’t do this at all

1. **How confident are you that you know when it is appropriate to cite references (refer to the work of other people) in your written work?**

Very confident Confident Fairly confident Not very confident Not confident at all

1. **How confident do you feel about producing bibliographies (lists of references) in an appropriate format to accompany your written work?**

Very confident Confident Fairly confident Not very confident Not confident at all

1. **How familiar are you with the following different ways of keeping up to date with information; alerts, mailing lists, newsgroups, blogs, RSS, professional bodies and societies?**

 Very familiar Familiar Fairly familiar Not very familiar Not familiar at all

*Adapted from* [*http://www.open.edu/openlearn/money-management/management/finding-information-business-and-management/content-section-0*](http://www.open.edu/openlearn/money-management/management/finding-information-business-and-management/content-section-0)