

<i>900 exercises in vocational communication</i>	Notes for teachers	B3 / 12
<i>General aim</i>	B: FIND OUT/ COLLECT INFORMATION	
<i>Level of difficulty</i>	3	
<i>Intermediate aim</i>	1: Look for information	
<i>Operational aim</i>	2: Do research requiring Internet 1.0: Simple research 2.0: Advance research	
<i>Pre-requirements</i>		
<i>Number of exercises</i>	14: Throughout this module, the explanations are followed by mini exercises which can be evaluated if wished.	
<i>Summing-up exercise</i>	B3/12-1.6 B3/12-2.9	
<i>Comments</i>	<ul style="list-style-type: none"> - For the whole of this module, the authors have chosen the search engine Google which, when this module was written in 2006, was the most often used search engine. - Have one computer per learner - The exercises are only suggestions. It would be interesting for the teacher to vary them by proposing other themes, other key words, other subjects. - It might also be interesting to consult computer magazines whose contents are in relation to the specific work done with the learners. 	



Internet research

Practicalities

What is Internet?

It is a worldwide computer network. You can consult information and also contribute some. The information is very varied. The difficulty is finding exactly what you are looking for!

If you are a beginner, follow this module page by page.

If you already know how to search the Internet, perhaps this will help you improve. For that, follow this module from B3/12-2-1.

What is Internet research?

In a nutshell and as an example...

You are looking for information about something.

You type in one or more words.

On the screen you see a whole lot of “sites”, (i.e. electronic addresses) from which you have to choose.

To make your choice easier, under each “site”, 2 or 3 lines give you an idea of what you will find on the site.

When you click on the site, all the information that it contains appears on your computer screen!

SEE EXAMPLE ON THE NEXT PAGE

*I am looking for information about green tea.
I type **green tea** in the space provided.
And I receive a first page of sites about green tea. Here it is.*

[Okuma's Wu-Long Tea](#)

www.AncientWulong.com Beware of Cheap Imitations! Real Okuma's Wu-Long Tea.

[Green Tea](#)

www.jingtea.com UK's supreme range of **Green** Teas sourced by Jing's experts

[Green Tea Health Benefits](#)

Information and resources pertaining to the health benefits of **green tea**. How the polyphenols and catechins in **green tea** can improve your health.

chinesefood.about.com/library/weekly/aa011400a.htm - 33k - [Cached](#) - [Similar pages](#)

[Green Tea](#)

Green Tea: How much should you drink and brewing instructions, along with recipes using **green tea**.

chinesefood.about.com/library/weekly/aa011400b.htm - 31k - [Cached](#) - [Similar pages](#)

[Green tea - Wikipedia, the free encyclopedia](#)

The very best Japanese **green tea** is said to be that from the Uji region of Kyoto. ... A German study found that an extract of **green tea** and hot water ...

en.wikipedia.org/wiki/**Green_tea** - 55k - 14 Feb 2007 - [Cached](#) - [Similar pages](#)

[Green tea - green tea information and health benefits of green tea.](#)

Green tea - **green tea** information and benefits of **green tea**. Our **green tea** resource site provides a **green tea** & salada **tea** product line that offers **green** ...

www.greentea.com/ - 14k - [Cached](#) - [Similar pages](#)

[Green Tea](#)

Results from these studies suggest that **green tea** may be useful for the ... Studies in animals and test tubes suggest that polyphenols in **green tea** inhibit ...

www.umm.edu/altmed/ConsHerbs/**GreenTea**.html - 54k - [Cached](#) - [Similar pages](#)

[Green tea - Japanese Tea - Teanobi.com](#)

Purchase Japanese **green tea** imported from Japan, gourmet loose leaf **tea**, matcha, **tea** storage and **tea** ceremony supplies. Teanobi - The Art of Japanese **Tea**.

www.teanobi.com/ - 10k - [Cached](#) - [Similar pages](#)

[Green tea benefits health](#)

Green tea of high quality plus information on preparation and **tea's** many health benefits.

www.japanesegreenteaonline.com/ - 13k - [Cached](#) - [Similar pages](#)

[Green Tea](#)

Fresh **tea**, cool accessories and plethora of useful information. Adagio Teas is the most popular **tea** store online, with stellar customer service marks.

www.adagio.com/**green**/index.html - 43k - [Cached](#) - [Similar pages](#)

If I don't find what I want on the first page, I click on the next pages at the bottom of the list:

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10...

GO TO THE NEXT PAGE

Search engines

We have not yet said WHERE you have to type the word(s) for your research...

The computer system which allows you to look for information is called a **SEARCH ENGINE**.

There are a lot of search engines.

- **General purpose search engines** where you can find anything and everything! Examples of these are: Google, MSN, Yahoo, Alta vista, Lycos.

The one most often used at the time of writing this module is Google. It will be our search engine for the whole module.

- **Specialised search engines** where the information given is on a particular subject. Examples of these are: job search, arts and entertainment, travel, shopping, animals, video games, and so on.

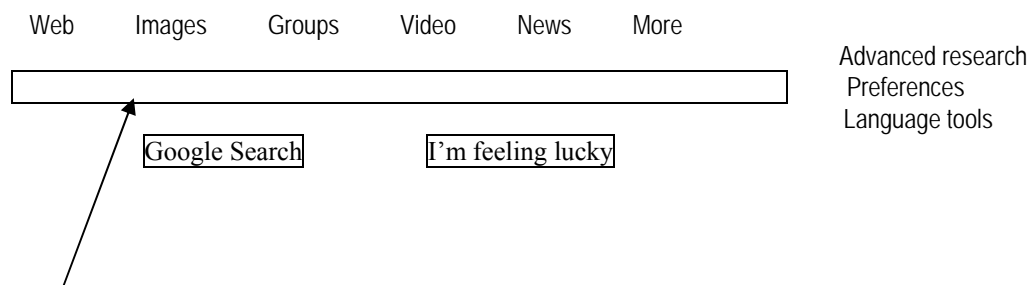
How do I go about it?

When you click on Start, then on Internet, it is highly probable that the homepage of the search engine Google will appear on the screen. If it does not, click on File, then on Open and type the electronic address for Google: www.google.com

The Google homepage will appear on the screen.

Whether your search engine is Google or any other, the research methods are basically the same.

On the Google home page you can find:



In the rectangle, you can type the word or words that correspond to what you are looking for.

But it is not necessarily very easy to find exactly what we want immediately!
There are certain rules ...

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What do I type in the box?

Type (we also say “enter”) one or more words in the square called “Submit a request”.

What letters to use?

You can type the words of your “request”:

- with capital letters
- with small letters

The search engine interprets all words, in capitals or lower case.

So you can type (or “enter”) the words as you like.

Very easy!

But what if you make a mistake when entering a word?

To find out what the forecast for tomorrow is, you consult a weather site.

Instead of writing **weather**, you write **wearer**, as you forgot the h...

The search engine interprets the word that looks the most like what you have written (according to itself!). In this case, as it has the beginning of the word, it will give results for the correct spelling **weather**. It will also ask you: “Did you mean weather?”

But it doesn’t always work. It depends on where the mistake is and what kind of mistake it is.

A piece of advice:

Always try to type the words correctly and you will save time!

Give it a go!

Type the word **wearer** and click on .

What is the result?

Try making other mistakes with the word **weather** and see how the search engine interprets what you have typed.

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The exact word

The search engine only looks for sites which correspond to the word you have written.

For example, if you type **horse**, the search engine will not look for

- **horsepower**
- **horseback**
- **horsing**

If you type 2 words, the search engine will give you solution that it finds.

If you type **lib air** looking for an airline company, Google will propose **Air Lib**. It is capable of interpreting your request depending on what it finds. But sometimes it can be wrong...

Practise!

Type **shell egg** then click on [Google Search](#).

What results do you obtain?

Try typing other words of your choice in the wrong order, then click on [Google Search](#).

What results do you obtain?

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1. You want to know how many films the actor Leonardo de Caprio has acted in.

Look on Internet until you find it!

2. You want to know who wrote the book “Manwatching”.

Look on Internet until you find it!

3. You want to know how many people live in Rome.

Look on Internet until you find it!

4. You want to find out the makes and prices of the most recent cell phones.

Look on Internet until you find it!

IF YOU WANT TO KNOW MORE, GO TO THE NEXT PAGE

How many words should I type?

When you type just one word, the “request” is often too vague to give the result you want.

Example:

You want to find out the birth-date of Albert Einstein.

If you type Einstein (or even Albert Einstein), you will have his complete biography, his research works, his discoveries, everything about Einstein! It will take you a very long time to choose from all those sites (or hits) to find just his date of birth.

Exercise

1. Type Birth date of Einstein then click on [Google Search](#).

Look at all the results on the first page. What do you observe?

Note your observations here.

2. Now type another similar request and observe the results. Note down here the wording of your request, what you are trying to find out and your observations of the results. Remember to give enough detail to make sure you succeed!

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Inverted commas

**If you do not want Google to put the words you have typed in a different order...
If you do not want Google to search for each word separately...**

Make it understand that the words you have typed form a whole by putting them in inverted commas.

Example:

By typing “Birth date of Albert Einstein” (in inverted commas), Google will only look for results that correspond exactly to your request. And it will not give you:

**The date of no matter what!
The birth of no matter who!
And no matter what about Einstein!**

This can be very useful to gain time in your research.

Mini exercise

Type: Birth date of Einstein (without inverted commas)

Then “Birth date of Einstein” (with inverted commas)

And compare the results.

Now type with and without inverted commas: Cultivation of kiwi fruit

And compare the results.

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Forgotten word...

You are looking for a reference, a quotation or an expression, but there is a word you can't remember...

Type a ? in the place of the forgotten, or unknown, word!

Example:

You can't remember the full title of a famous musical.

You type what you can remember and for the rest:

The Wizard of ?

Google gives you:

First the most probable: The Wizard of Oz

Then: The Wizard of Id (an American comic strip)

Then: The Wizard of Odds (an analysis of casino games)

Then: The Wizard of Ads (a small business portal)

Then: The Wizard of Oil (a take-off of the Wizard of Oz)

Etc.

Mini exercise

1. Type: and see the results.

(You wanted: Better late than never. Did you get it?)

2. Type: and see the results.

(You wanted: The Name of the Rose, which is the title of a well-known book and film. Did you find it on the first page? Did you think to look at the second page, by clicking on 2 or next at the bottom?)

GO TO THE NEXT PAGE

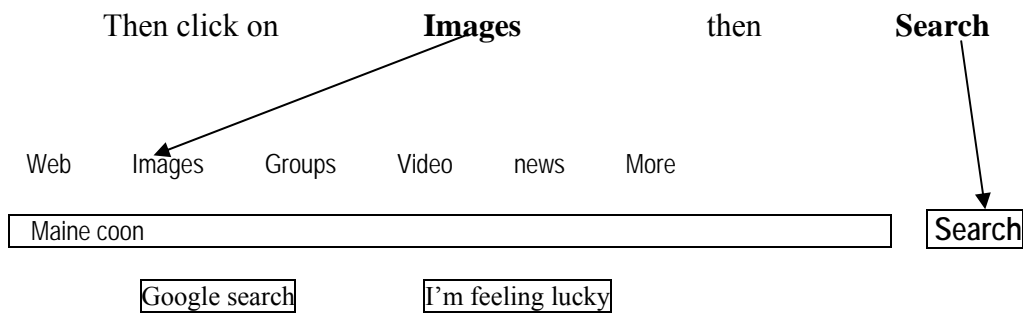
To obtain images, photos, pictures...

Your cousin has adopted a Maine coon cat.

You have no idea what it might look like. Short haired? Long haired? Colour of fur? Of eyes?

Just ask Google!

Type Maine coon



Try it!

Now try typing:

Mona Lisa

Tunis

Hydrangea

Or any other word you choose...

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Favourites

There are some very useful Internet sites, like, for example:

- traffic information
- ticket sales (train, plane, theatre) on Internet
- the weather forecast
- how to get from one place to another
- the phone book
- etc.

If you often “visit” the same site, it is a good idea to add it to your “favourites”.

In this way, the site will open directly when you click on Favorites then on the name of the site.

Example:

You often consult the weather site to organise your sporting activities for the next day.
You would like to have the weather site memorised in your favourites. What must you do?

1. In Google, type Weather
2. Several sites will be proposed. Have a look at them to form your opinion, then choose the one that you prefer.
3. When the site appears on your screen, click on Favorites
(the word Favorites is at the top of the screen, on the second line, on the left)
4. Then click on Add to favorites
5. Google will propose the name of the site. If you wish to change this name, type the one that you want in the rectangle Name
6. To finish, click on OK

Check

1. Close the page of the site by clicking on Previous page
2. Click again on Favorites

You find the site in your list of favourites.

Whenever you want, you can delete a site from your favourites or give it another name. Just click on Favorites then on Organise the favorites

GO TO THE NEXT PAGE



Keeping a document found on Internet

You have found some information on a site that you would like to keep. You have several possibilities.

1. Print it. Click on **file** (top left of your screen)
then on **Print**.

2. You want to save it in your computer. To do that you have to:

- a) Select the text or document to be saved.
- If it's a photo or an image, click on it.
 - If it's a whole page, you don't need to select it.
 - If it is part of a written document or the page:

*To select part of a document, place your cursor (the little flashing line that is moved with the mouse) at the beginning of the document to be saved. Press **SHIFT** (or the arrow going up on the left of your keyboard ) and at the same time on the arrow going down on the right of your keyboard . Go down the document pressing on this little arrow all the time. As the text is selected, it is highlighted in grey. To stop the selection, release the two keys at the same time.*

b) You are now going to save your document in your computer. To do that:

- Using the mouse, place the cursor anywhere in the document selected (highlighted in grey).
- Then click on **File** (top left-hand corner of the screen)
- Then click on **Save as**
- A window opens and you can choose the place where you want to keep your document in your computer.
- Then give your document a title and click on **OK**.

**Your document is now saved where you want it on your computer.
And you can consult it at any time without having to go back on Internet.**

3. You want to send a document or a site to someone via Internet. To do that:

- Go on to the site that the other person wants and open the document.
- Click on **File** then on **Send by email**
- When the window opens, you type the email address of the other person.
He or she will then find the site or the document sent on consulting their emails.

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Now it's your turn!

Look on Internet for the television programmes for this evening on your favourite channel. Use the Google search engine. To do that:

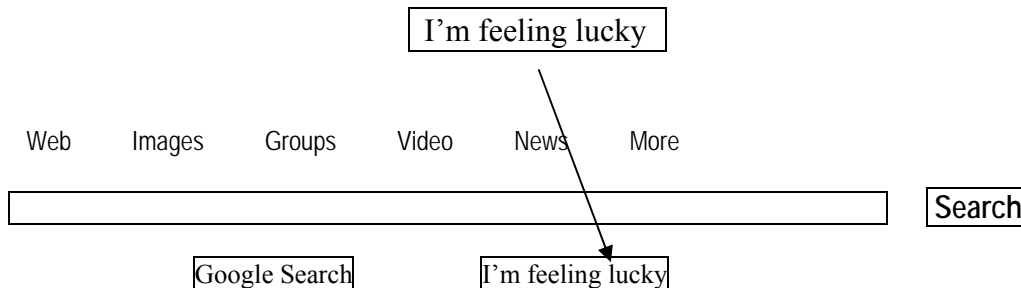
1. Type the name of the channel
2. In the list of hits, click on the site that most closely matches what you are looking for.
3. On the channel's website, find tonight's programmes.
4. Add the site to your favourites.
5. Print this evening's programmes.
6. Send the programme to one of your friends by Internet.

Write down here any difficulties you had or any questions that you asked yourself while you were searching.

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I'm feeling lucky

When you type a request on Google, you may have noticed the option:



By clicking on **I'm feeling lucky** rather than on **Google Search**, Google chooses just one hit, the one that it considers the most appropriate for your research. And it goes directly to the site, without listing all the other possible hits.

Example:

You are looking for a train timetable. You type **Train** then click on **I'm feeling lucky**.

And you are lucky, as Google has chosen National Rail Enquiries.

Mini exercise

Type **Train** then click on **I'm feeling lucky**.

What do you get?

Now type **Travel** hoping to find flights between London and Marseille.

Were you lucky?

Now type a request with an aim to finding something.

Your search words →

What you were looking for →

Were you lucky? →

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You have heard of a fruit called the persimmon. Not an easy name!
You want to know where this fruit comes from.
Type in a request on Google that will give you the information immediately.

Request typed in:

Results obtained:

You want to find some different images of this fruit.

What request are you going to type and where will you click after that?

Did you obtain the desired result?

Now choose a photo of a persimmon.
Save it in a file then send the photo to someone you know.

Did you manage both operations? If not, try to explain why, and start again.