



SUBJECT: MEDIA AND INFORMATION LITERACY

TOPIC: INFORMATION LITERACY

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SEMESTER: FIRST

GRADE: 12

WEEK: 3

QUEST:

- defines information needs, locates, accesses, organizes, and communicates information; **MIL11/12IL-IIIc-8**
- demonstrates ethical use of information; **MIL11/12IL-IIIc-9**

MISSION 1: IDENTIFICATION

**Directions:** Read the statement carefully and identify what is being referred to each statement. Choose your answer inside the box and write your answer on the space provided before each number.

Reliability	World Wide Web	Media
Validity	Information Literacy	Response
References Books	Information Needs	Sans Serif
Copyright	Information	Contrast
Primary Source	Plagiarism	Podcast

- \_\_\_\_\_ 1. It may include accuracy and precision of information presented such that more factual, less based, and error - free.
- \_\_\_\_\_ 2. It is a type of intellectual property that gives its owner the exclusive right to make copies of a creative work usually for limited time.
- \_\_\_\_\_ 3. It refers to the ability to recognize when information is needed and to locate, evaluate effectively use and communicate information in its various formats.
- \_\_\_\_\_ 4. It may include validity but may also pertain to relevance of information whether it is up - to - date and credible.
- \_\_\_\_\_ 5. They can include background information, factual data, key ideas, important dates and concepts.
- \_\_\_\_\_ 6. It refers to what an individual recognizes as needs regarding information whether personal or professional, that will serve as basis for decision making in order to survive.
- \_\_\_\_\_ 7. Allows student to access most types of information or multimedia on the Internet through a Web browser.
- \_\_\_\_\_ 8. It provides first hand experiences of events. Information is generally presented in its original form.
- \_\_\_\_\_ 9. It is an act of copying copyrighted information or creative work off the Web, of from other information sources, without proper acknowledging the author.
- \_\_\_\_\_ 10. These sources include materials that have been reported, analyzed, or interpreted by people who do not have first- hand knowledge of an event.

**EQUIP:**

**INFORMATION LITERACY**

It refers to the specific set of skills that one needs to find information, review and verify the information, and properly use the information. Information literacy involves the way that a person understands their engagement with the digital world and the way that they assign meaning to the information that they find.

*“Information literacy empowers people from all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals.”*  
(Alexandria Proclamation on Information Literacy and Lifelong Learning, 2006)

**Example:** You cannot speak authoritatively whether technologies have positive or negative effect on the routine of the students just from your own knowledge and experience. You need to back up your opinion with valid research.

Therefore, you need to know what to look for, how to tell if it reasonable and well-founded, and, finally, you need to compile it in a way that you can make conclusions.

**Purpose of Information Literacy**

Having strong information literacy is a beneficial skill. Listed below are skills that those who are proficient in information literacy will likely acquire:

- **Becoming a lifelong learner:** Lifelong learners are people who are self-motivated to learn new things. They use every opportunity to discover new ideas. Becoming information literate is important for those who are passionate about learning because it is a tool that they will use time and again as their knowledge grows.
- **Being more informed:** When someone has strong information literacy skills, they become a more informed individual. They are able to filter through information and discern what true and valid.
- **Having control over knowledge:** Those that have a background in informational literacy gain a control over their knowledge. They have the skills that they need to properly research, verify, and report information that they discover.

**INFORMATION**

knowledge obtained from investigation, study, or instruction

**Importance to be Information Literate**

The internet allows one to access a plethora of websites, articles, opinions, and sources that publish various views on any given topic. It is important to understand *what information can be trusted and what information should not be believed*. It can be challenging to determine which outlets are reliable when there are so many options available.

**For example,** someone trying to use information literacy to research the effect of cell phone usage on middle school students would likely find many sources that have published their opinions on the topic. Internet posts can be from anyone, even those that do not post valid information. Suppose the options for information are a Facebook post by a middle school student, a website that a student created for a school project, a personal opinion blog from a middle school parent, and a research article published by a credible magazine. The best

source for valid information would be a research article published by the credible magazine because the content would likely be verified and trustworthy.

MISSION 2.

Directions: Read and identify if the statement describes information literacy; if it does, write **X**, and if not, write **O**.

\_\_\_\_\_1. Jessica disagreed with the ban on cellphones in their classroom because she can't access Google during exams.

\_\_\_\_\_2. Maze concedes the importance of media and information literacy after reading UNESCO's objectives.

\_\_\_\_\_3. Students writing a scientific research paper would first search for information for a specific purpose and make sure that they access that information in an effective way. They would then transfer the new knowledge that they uncovered into their current knowledge so that they could determine what they learned.


\_\_\_\_\_4. The class of Mrs. Delo Santos reacts negatively after hearing about the no-recess policy. Margarette said, "I am against with that! According to the CDC, one of the benefits of recess is improving children's memory, attention, and concentration. Therefore, we demand to stop the policy because it might affect our performance in class."



\_\_\_\_\_5. Mara follows every trend on TikTok. She pranks her classmates by telling them that she is vomiting blood, but in reality it is just juice. One of her classmates calls an ambulance. The ambulance arrived, and she laughed because it was all a prank. Due to her bad behavior, she was suspended.



INFORMATION SOURCES




Information can come from virtually anywhere — media, blogs, personal experiences, books, journal and magazine articles, expert opinions, encyclopedias, and web pages — and the type of information you need will change depending on the question you are trying to answer. Look at the following sources of information.


Types of Information Sources

TYPE	INFORMATION	USE	EXAMPLES
<div>Books</div> <div></div>	Books cover virtually any topic, fact or fiction. For research purposes, you will probably be looking for books that synthesize all the information on one topic to support a particular argument or thesis.	<ul style="list-style-type: none"><li>• when looking for lots of information on a topic</li><li>• reference</li><li>• to find summaries of research to support an argument</li></ul>	<ul style="list-style-type: none"><li>• Adventure stories</li><li>• Classics</li><li>• Crime</li><li>• Fairy tales, fables, and folk tales</li><li>• Fantasy</li><li>• Historical fiction</li></ul>

			<ul style="list-style-type: none"> <li>• Horror</li> <li>• Humor and satire</li> </ul>
<b>Encyclopedias</b>  	<p>Encyclopedias are collections of short, factual entries often written by different contributors who are knowledgeable about the topic.</p> <p>There are two types of encyclopedias: general and subject. General encyclopedias provide concise overviews on a wide variety of topics. Subject encyclopedias contain in-depth entries focusing on one field of study</p>	<ul style="list-style-type: none"> <li>• when looking for background information on a topic</li> <li>• when trying to find key ideas, important dates or concepts</li> </ul>	<ul style="list-style-type: none"> <li>• The Oxford Companion to Black British History.</li> <li>• Encyclopedia of Environment and Society.</li> <li>• Britannica Online Academic Edition</li> </ul>

<b>Academic Journals</b> 	<p>A journal is a collection of articles usually written by scholars in an academic or professional field.</p> <p>An editorial board reviews articles to decide whether they should be accepted.</p> <p>Articles in journals can cover very specific topics or narrow fields of research.</p>	<ul style="list-style-type: none"> <li>• when doing scholarly research</li> <li>• to find out what has been studied on your topic</li> <li>• to find bibliographies that point to other relevant research</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Letters/Communications</b></li> <li>• <b>Research Notes</b></li> <li>• <b>Articles</b></li> <li>• <b>Supplemental Articles</b></li> <li>• <b>Review Articles</b></li> </ul>
<b>Databases</b> 	<p>A database contains citations of articles in magazines, journals, and newspapers. They may also contain citations to podcasts, blogs, videos, and other media types. Some databases</p>	<ul style="list-style-type: none"> <li>• when you want to find articles on your topic in magazines, journals or newspapers</li> </ul>	<ul style="list-style-type: none"> <li>• <i>EBSCOhost</i></li> <li>• <i>Sabinet</i></li> <li>• <i>Emerald</i></li> <li>• <i>ScienceDirect</i></li> <li>• <i>Jstor</i></li> </ul>

	<p>contain abstracts or brief summaries of the articles, while other databases contain complete, full-text articles.</p>		
<p><b>Magazines</b></p> 	<p>A magazine is a collection of articles and images about diverse topics of popular interest and current events.</p> <p>Usually these articles are written by journalists or scholars and are geared toward the average adult.</p> <p>Magazines may cover very "serious" material, but to find consistent scholarly information, you should use journals.</p>	<ul style="list-style-type: none"> <li>to find information or opinions about popular culture</li> <li>to find up-to-date information about current events</li> <li>to find general articles for people who are not necessarily specialists about the topic</li> </ul>	<ul style="list-style-type: none"> <li><b>Candy Magazine</b></li> <li><b>Cosmopolitan</b></li> <li><b>Preview</b></li> <li><b>Pep.ph</b></li> </ul>
<p><b>Newspapers</b></p> 	<p>A newspaper is a collection of articles about current events usually published daily. Since there is at least one in every city, it is a great source for local information.</p>	<ul style="list-style-type: none"> <li>to find current information about international, national and local events</li> <li>to find editorials, commentaries, expert or popular opinions</li> </ul>	<ul style="list-style-type: none"> <li>Philippine Daily Inquirer</li> <li>Manila Bulletin</li> <li>Philippine Star</li> <li>Sun Star</li> </ul>
<p><b>Library Catalog</b></p> 	<p>A library catalog is an organized and searchable collection of records of every item in a library and can be found on the library home page. The catalog will point</p>	<ul style="list-style-type: none"> <li>to find out what items the library owns on your topic</li> <li>to find where a specific</li> </ul>	

	you to the location of a particular source, or group of sources, that the library owns on your topic.	item is located in the library	
<b>Internet</b>  	<p>The Web allows you to access most types of information on the Internet through a browser. One of the main features of the Web is the ability to quickly link to other related information. The Web contains information beyond plain text, including sounds, images, and video.</p>	<ul style="list-style-type: none"> <li>• to find current information</li> <li>• to find information about companies</li> <li>• to find information from all levels of government - federal to local</li> <li>• to find both expert and popular opinions</li> <li>• to find information about hobbies and personal interests</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.ufh.ac.za">www.ufh.ac.za</a></li> <li>• <a href="http://www.google.co.za">www.google.co.za</a></li> <li>• <a href="http://www.education.gov.za">www.education.gov.za</a></li> </ul>

MISSION 3: Complete the Statement

Complete the statements below to express what you had learned from the lesson.

- There are \_\_\_\_ types of information sources
- \_\_\_\_\_ are collections of short, factual entries often written by different contributors who are knowledgeable about the topic.
- A \_\_\_\_\_ contains citations of articles in magazines, journals, and newspapers.
- A magazine is a collection of articles and images about diverse topics of popular interest and current events. Examples of magazines in the Philippines are \_\_\_\_\_, (5.)\_\_\_\_\_, (6.)\_\_\_\_\_, (7.)\_\_\_\_\_.
- The Web allows you to access most types of information on the \_\_\_\_\_ through a browser.
- A \_\_\_\_\_ is a collection of articles about current events usually published daily. Since there is at least one in every city, it is a great source for local information.
- Give one example of Academic Journal \_\_\_\_\_.



# ETHICAL USE OF INFORMATION

In any research project, a review of the literature is going to involve **use of the literature written by others**. You will be **quoting, paraphrasing, and citing the work of others**.

Therefore, you will have to **understand how to write about the work of others** and how to cite their work **using writing conventions appropriate to your field of study**.

In other words, you will need a basic understanding of the **ethics of information use**.

## Ethical Use of Information: Quoting, Paraphrasing, and Citing

### I. Citation

A “citation” is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find the location details of that source on the reference or Works Cited page.

#### Why should you cite sources?

- To give credit to the source authors
- To help your audience/reader find out more about your research/arguments/ideas/topic
- To strengthen your work by providing outside support to your ideas
- To keep you from failing a paper, a course or being sued in the real world

#### When do I need to cite?

- When you use words, thoughts, ideas, etc. of someone else
- When you direct quote
- When you paraphrase
- When you use or reference an idea or thought that has already been expressed
- When you make any reference to another source
- When another’s ideas, words or thoughts have influenced your writing and research

### Examples

Authored book:

Reference list: Ashbourn, J. (2014) Biometrics in the new world: the cloud, mobile technology and pervasive identity. 2nd edn. London: Springer.

In-text citation: (Ashbourn, 2014)

Edited book:

Reference list: Nasta, S. and Stein, M.U. (eds) (2020) The Cambridge history of Black and Asian British writing. Cambridge: Cambridge University Press.

In-text citation: (Nasta and Stein, 2020)

### Paraphrasing

means '**to state something written or spoken in different words, especially in a shorter and simpler form to make the meaning clearer**' (Cambridge Online Dictionary, 2022)

**Original Passage:** In The Sopranos, the mob is besieged as much by inner infidelity as it is by the federal government. Early in the series, the greatest threat to Tony's Family is his own biological family. One of his closest associates turns witness for the FBI, his mother colludes with his uncle to contract a hit on Tony, and his kids click through Web sites that track the federal crackdown in Tony's gangland.

**Paraphrased Passage:** In the first season of The Sopranos, Tony Soprano’s mobster activities are more threatened by members of his biological family than by agents of the federal government. This familial betrayal is multi-pronged. Tony’s closest friend is an FBI informant, his mother and uncle are conspiring to have him killed, and his children are surfing the Web for information about his activities.

**Quoting**

Quoting is when you use the exact words from a source. You will need to put quotation marks around the words that are not your own and cite where they came from.

**Examples:**

- Evolution is a gradual process that “can act only by very short and slow steps” (Darwin, 1859, p. 510).
- Darwin (1859) explains that evolution “can act only by very short and slow steps” (p. 510).

**Mission 4: Picky Pic**

Social media creates a bridge between reality and the virtual world. Through social media, we can connect with other people. In this activity, you will utilize Facebook to encourage your Facebook friends to avoid plagiarism or fake news by posting a picture with a description (minimum of two sentences). The picture or pictures must be relevant to the description and topic.

Below are the criteria for scoring

Name _____	Period _____			
CATEGORY	Expert-4	Proficient-3	Apprentice -2	Novice-1
Content	Covers topic in depth with details and examples; subject knowledge is excellent; focuses on an important concept.	Includes essential knowledge about the topic. Subject knowledge is good; focuses on an important concept.	Includes essential information about the topic but there are 1-2 factual errors; focus may be unclear.	Content is minimal OR there are several factual errors; focus is unclear.
Effort	Product shows a great amount of time spent and very careful, neat work.	Product shows a good amount of time spent and careful, neat work.	Product shows some amount of time spent and is slightly lacking neatness.	Product shows a minimal amount of time spent and is lacking neatness.
Originality	Product shows a large amount of original thought and critical thinking. Ideas are creative and inventive.	Product shows some original thought and critical thinking. Work shows new ideas and insights.	Uses other people's ideas (giving them credit), but there is little evidence of original thought or critical thinking.	Uses other people's ideas but does not give them credit.
Appearance	Makes excellent use of color, graphics, effects, etc. to enhance the presentation.	Makes good use of color, graphics, effects, etc. to enhance the presentation.	Makes some use of color, graphics, effects, etc. to enhance the presentation, but occasionally these detract from the content.	Use of minimal color, graphics, effects, etc. to enhance the presentation. Often, these detract from the content.
Mechanics	Correct grammar, spelling, and punctuation.	1-3 errors in grammar, spelling, and punctuation.	3-5 errors in grammar, spelling, and punctuation.	More than 5 errors in grammar, spelling, and punctuation.

\*Late project loses 5 points daily

SUBTOTAL \_\_\_\_ x 3 = TOTAL SCORE \_\_\_\_/60



## References

(Rollo, Jo Amy& Cross Brittany, 08/10/2022) <https://study.com/learn/lesson/information-literacy-importance-examples.html>

University of Fort Hare. Information Literacy Guide: Types of Information Sources  
<https://ufh.za.libguides.com/c.php?g=91523&p=590868>

<https://library.dsu.edu/c.php?g=22495&p=133177>

[https://www.marian.edu/docs/default-source/marian's-adult-programs-documents/what-is-citation.pdf?sfvrsn=76a375fd\\_2](https://www.marian.edu/docs/default-source/marian's-adult-programs-documents/what-is-citation.pdf?sfvrsn=76a375fd_2)

<http://www.ocw.upj.ac.id/files/Slide-LSE-04.pdf>

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<https://library.unr.edu/help/quick-how-tos/quoting-and-paraphrasing-in-your-research>

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