

# Workplace Readiness Skill

## Professional Competency

### Activity Sheet

# Skill 14

## Information Literacy

Being able to tell the difference between accurate and inaccurate information is critical in all areas of our daily lives. Technology is used by many to communicate with others, find information, access the community, and inform us about what is happening in the world. To be successful in the workplace, it is essential to develop the skills to locate and organize information and to assess whether it is reliable.

### Description of Information Literacy

Having information literacy skills means locating information efficiently, evaluating the credibility of resources and facts, and using the information effectively to accomplish work-related tasks.

Examples of information literacy:

- Evaluate a news story on social media to determine if it is reliable or inaccurate information.
- Determine an email is a scam because you discovered the sender is not from a real company after you researched the company name.

### Menu of Activities

These activities are designed to help families discuss and practice information literacy. Choose one or more activities to complete with your child.

#### Activity 1: Website Treasure Hunt: Evaluating Websites

When searching for information, we often hear “Just Google it.” How do you know what you find is accurate and trustworthy? There are some things to look for on websites to know if what you find is correct and useful.

1. As a family, decide on a topic you want to learn more about and type the topic into your internet search bar.
  - For example, *Why do fireflies light up?*
2. Click on one of the websites that resulted from the search.
3. Begin your hunt to determine if the information on the website is reliable and accurate by looking for these things.
  - a) The site’s purpose is clearly stated.
  - b) There are no spelling or grammatical errors.
  - c) The site is easy to navigate and the information is easy to find.
  - d) The name and contact information of who made the site is clear.

- e) The site was created by someone who is an expert on the topic.
  - f) The site was updated recently (this matters for some topics more than others).
  - g) Check to see if other reliable sources also link to this site by going to the search bar and typing “*link: website address.*”
4. What did you find out about the website? Is it reliable? Can you trust the information?
    - Hint: if you answered Yes to A-G, then your information is reliable and trustworthy.
  5. Discuss how this might be helpful in your current or future work. What if you provided information that was inaccurate and business decisions were made based on false information?

## Activity 2: Making a Purchase

We make purchases all of the time online and in stores. This activity helps your child understand how to seek out information to evaluate a purchase.

1. Select a specific item needed for purchase (a type of shoe, a specific movie, a brand of cereal, a piece of furniture, etc.). This purchase can be online or in stores.
2. Tell your child that you need them to find credible and reliable information on the selected item you want to purchase to make sure the product is good.
3. Have your child conduct research to find information on the product. They may want to review websites, check out reviews, speak to someone that has purchased the item before, and/or call customer service and ask questions.
4. Have your child decide whether or not to purchase the item after conducting the research. Have your child tell you why they decided the item was worth purchasing or not. How did they know the information they received was reliable?

## Activity 3: Telephone Game

1. Getting started. Players must sit in a circle or straight line. You must be close enough to whisper to another player, but far enough away that others can't hear you.
2. Begin the game. The first person in the line or circle whispers a word or phrase into the ear of the person on their right.

Rules:

- (1) The word or phrase can only be whispered once, so players must pay close attention.
  - (2) The word or phrase should not be too familiar, to ensure it will change from person to person.
  - (3) Only the first player should know the word or phrase. The word or phrase could be written down to help with memory.
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Examples words and phrases:

- (1) Dogs dig holes for big bones.
  - (2) A queen sat on her throne eating thorny pineapples.
  - (3) Twelve tumbling purple people pulled turnips.
  - (4) The funny bunny hid the colored candy in the colored can.
  - (5) Words: Incredible; Superstitious.
3. The next person whispers to the person on their right and it continues until the last person hears the phrase.
  4. The last person says the word or phrase out loud so that everyone can hear how much it has changed.
  5. Discuss how the phrase or word changed so easily and how quickly wrong information can be spread.

## Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand how to demonstrate information literacy?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue to practice this skill?