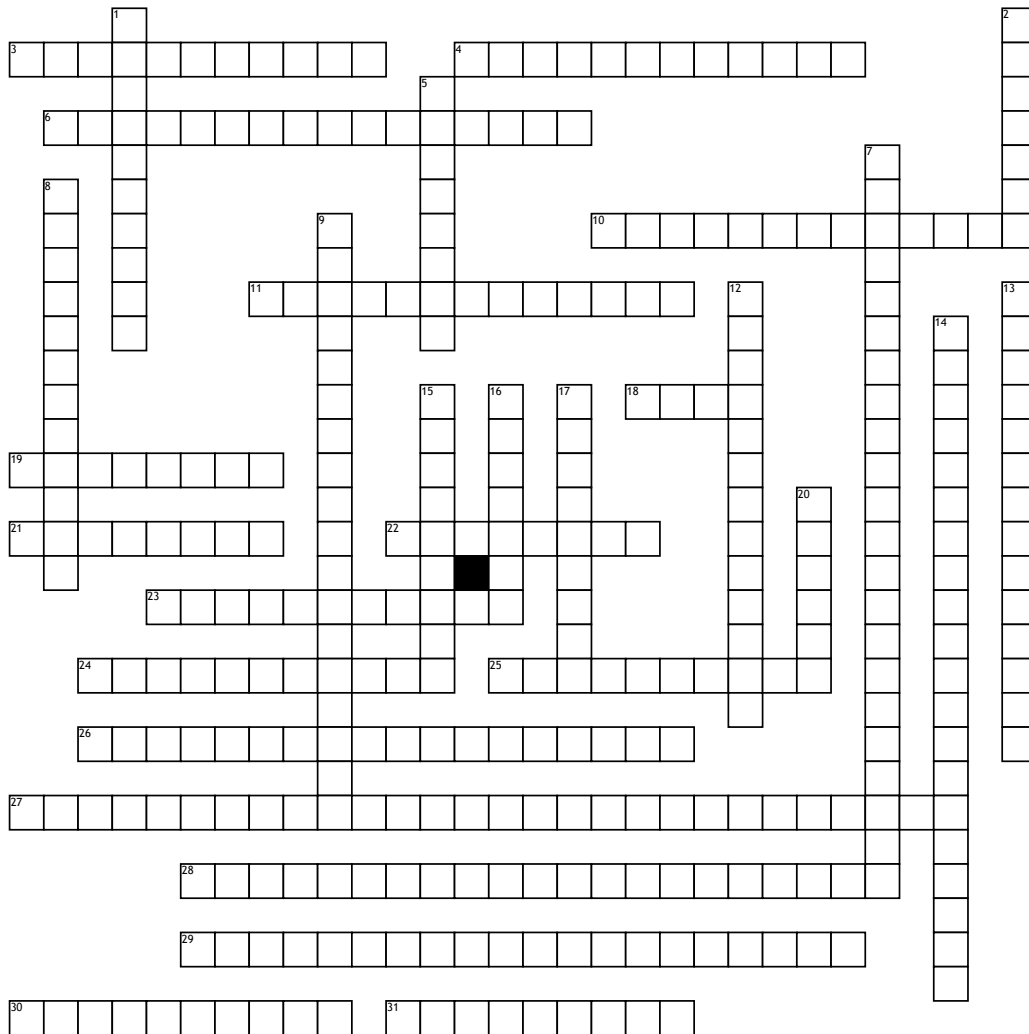# Unit 2

Across

3. is, literally, the extent to which we can rely on the source of the data and, therefore, the data itself. Reliable data is dependable, trustworthy, unfailing, sure, authentic, genuine, reputable

4. - to use or change (numbers, information, etc.) in a skillful way or for a particular purpose

6. of information is one that was created by someone who did not have first-hand experience or did not participate in the events or conditions being researched.

10. documents are duplicated or replaced

11. - Every organization needs to save information for its own purposes, such as institutional memory, transaction lookup and analysis, and so on.

18. an inclination of temperament or outlook, especially a personal and sometimes unreasoned judgment

19. a view, judgment, or appraisal formed in the mind about a particular matter

21. the document must be correct so you can put a point across

22. refers to the degree to which a study accurately reflects or assesses the specific concept that the researcher is attempting to measure

23. is a strategy in which readers sort through the information presented in a text in order to pull out and paraphrase the essential ideas.

24. A storyboard is a sketch of how to organize information and a list of its contents.

25. having information when you need it.

26. most recent information on a event found on social media, broadcasting, newspapers, and the internet

27. - when deciding which format or medium in which to keep a document/file, the particular software which is purchased may become obsolete or redundant

28. found in academic/scholarly journals, books, government publications, and reference collections

29. photos, newspaper articles on company activities, etc. saved as memorabilia

30. there are minimum requirements of business record retention that are recommended for business owners to keep in the event of a tax audit.

31. - a plan or suggestion, especially a formal or written one, put forward for consideration or discussion by others.

Down

1. information literacy practices change based on the discipline

2. make a similar or identical version of; reproduce.

5. - An outline arranges materials hierarchically and sequentially by identifying main topics, subtopics, and details under the subtopics.

7. But storing information sets you up for a risk: E-discovery requests in lawsuits expose a company's data and data management to close scrutiny.

8. – purchased software is not large enough

9. a piece of information presented as having an objective reality; knowledge or information based on real occurrences

12. Allows you to back up records and keep them in a safe place in case of fire or theft.

13. are original materials on which other research studies are based.

14. – the degree of trust of formal information sources over purely informal information sources

15. An overview of content that provides a reader with the overarching theme, but does not expand on specific details.

16. repeat or copy out (a group of words from a text or speech), typically with an indication that one is not the original author or speaker.

17. is the practice of judging the merits and faults of something

20. adequate information and understanding, are near or at the end of gathering research, and have completed an exercise in prewriting.

Word Bank

Validity	Opinions	Copying	Criticism
Storage space	Heritage preservation	Primary sources	Factual Information
Obsolescence of format or medium	Discipline	Current information	Personal files
Historical information	Audit trail	Drafts	Reliability
Outlines	Bias	Quoting	• Security of information
Timeliness	Manipulating	Storyboards	Secondary sources
Summaries	Recordkeeping	Proposals	Summarizing
Accuracy	Formality Information	Documentation	