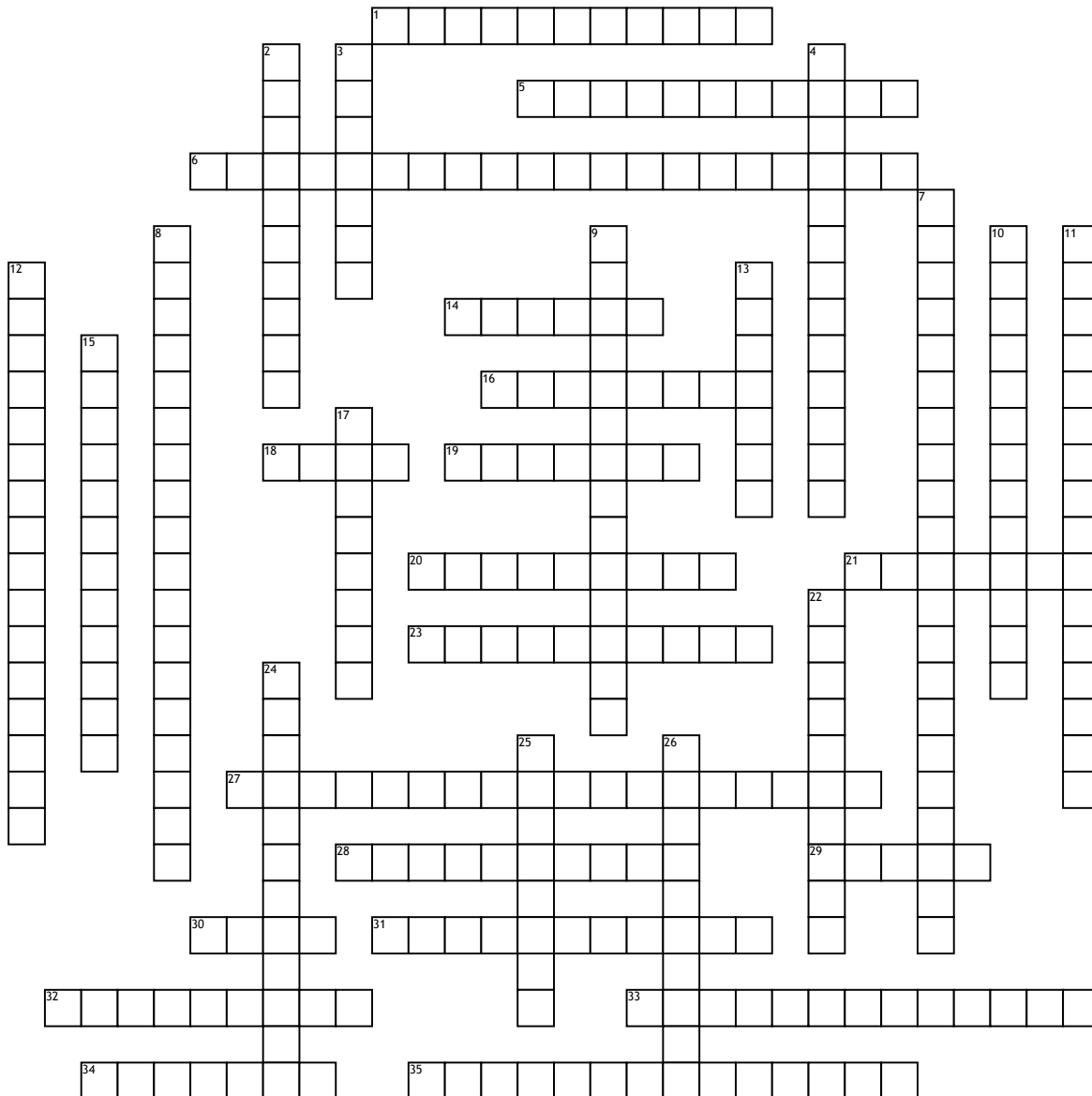


Name: _____

Date: _____

Unit Two Vocab



Across

1. information literacy practices change based on the discipline (or what one is studying or researching) to determine if information is relevant to the need
5. 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
6. photos, newspaper articles on a company activities
14. adequate information and understanding, are near or at the end of gathering research, and have completed an exercise in prewriting.
16. a plan or suggestion
18. An inclination of temperament or outlook, especially a personal and sometimes unreasoned judgment
19. what is the author's intention?
20. is the practice of judging the merits and faults of something
21. A view, judgment or appraisal formed in the mind about a particular matter
23. Fulfilling the requirements of the law
27. An organization's ability to function after a disaster
28. to use or change
29. Process by which an organization's accounts and records are verified
30. facts and figures

31. is a strategy in which readers sort through the information presented in a text in order to pull out and paraphrase the essential ideas. It requires readers to determine what is important, to condense this information, and to state it in their own words
32. An overview of content that provides a reader with the overarching theme
33. documents are duplicated or replaced
34. make a similar or identical version of
35. original materials on which other research studies are based.

Down

2. a sketch of how to organize information and a list of its contents
3. 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
4. purchased software is not adequate to maintain all programs used
7. found in academic/scholarly journals, books, government publications, and reference collections
8. A piece of information presented as having an objective reality
9. handling facts and figures
10. allows you to back up records and keep them in a safe place

11. identify what data a company has and how its employees typically use that data. That information can help in deciding what should be collected and retained, both for legal and corporate purposes.

12. 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. They are generally accounts written after the fact with the benefit of hindsight.

13. - An outline arranges materials hierarchically and sequentially by identifying main topics, subtopics, and details under the subtopics. Outlines allow you to group materials by similar concepts or content and put them into a logical order.

15. purchased software is not large enough

17. refers to the degree to which a study accurately reflects a concept

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

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

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

26. having information when you need it