

Name \_\_\_\_\_ Date \_\_\_\_\_

## Making Search Decisions

If...	Then...
<p><b>your topic is broad</b> For example, <i>sports</i> is a broad topic and <i>women's soccer</i> is a narrow topic.</p>	<p><b>go to</b> a directory site (such as About, Lycos, Open Directory Project [www.dmoz.org] or Yahoo!). Choose a subject category that matches your topic. Then narrow your topic by browsing the sub-categories.</p>
<p><b>you know what you want but can't think of the name for it</b> For example, you want to find the name of the people who parade in fancy costumes on New Year's Day.</p>	<p><b>go to</b> a directory to browse subject categories. You may find subjects that will lead you to the name you want.</p>
<p><b>you need to come up with a topic</b> For example, your teacher has said you can write about anything you wish.</p>	<p><b>browse</b> the subject categories in a directory, selecting subcategories until you find a topic that seems just right.</p>
<p><b>your topic is narrow</b> For example, <i>Chinese kite designs</i> is a narrow topic and <i>crafts</i> is a broad topic.</p>	<p><b>go to</b> a search service known for its huge index of sites (such as Alta Vista, Excite, Google, or HotBot) or a meta-search engine (such as Dogpile or Metacrawler) that will submit your search to many search engines at once. Enter your keywords into the search tool.</p>
<p><b>your topic is narrow and a proper noun</b> The names of people, places, and organizations are proper nouns—for example, Queen Elizabeth II, Buckingham Palace, and The Royal Society.</p>	<p><b>enter</b> your keywords in quotation marks to make sure you get the whole name and not just one part of it.</p>
<p><b>your topic is narrow and an exact phrase</b> For example, <i>water pollution</i></p>	<p><b>enter</b> your phrase in quotation marks to make sure you get the whole phrase.</p>
<p><b>you want to search for all the keywords related to a single root</b> For example, <i>astron</i> is the root for astronomy, astronomer, and astronaut.</p>	<p><b>enter</b> only the root of the word followed by an asterisk. The asterisk acts like a "wild card" telling the search engine to find any words with that root.</p>

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Michael plans to write his social studies report about American history. He knows his topic is too large to cover in a few pages. He has to zoom in on a smaller topic. Which of the search tips will be most helpful for this task?

---



---

Go to [www.becybersmart.org/students](http://www.becybersmart.org/students) and click on the purple diamond. Find the title of this lesson and open its links. Using the tip you chose, find a topic for Michael's report. What topic did you choose?

---



---

How did you find the topic?

---



---

2. Elena plans to write her report about indentured servants in the American colonies. Which of the search tips will be most helpful for this task?

---



---

Using the tip you chose, find the titles of Web sites to help Elena. List the first three sites in your search results.

---



---



---



---

**Be** Cyber**Smart!**<sup>®</sup>

Try the **advanced search** features at each search service. You'll get what you want **faster** than simply searching for a keyword.