



Instruction Sheet	Learning Guide #30
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Identifying and searching information
- Identifying alternatives resources

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to**

- Identify and searching information
- Identify alternatives resources

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2”.
4. Accomplish the “Self-check 1, Self-check t 2” in **page 3 and 4** respectively.



Information Sheet-1	Identifying and searching information
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1.1. Identifying and searching information.

Information is shortly defined as the processed data. Site information may include but not limited topography, Soil, weather & Climatic, vegetation, land use, Water resources, Social and economic, etc.

Sources of information for site assessment may include but not limited are

- Organizational rules, regulation and guidelines
- Internet, related books and related materials
- Technical manuals
- sharing best practice (Best Management Practices)
- Virtual library
- Workplace guidelines
- Recorded documents/logo/history

Searching information for site assessment and obtaining access to identified sources need permit .To access/obtain data/information relevant to site assessment concerned body must authorize or data/information released should be free to use.



Self-Check -1	Written Test
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Name: _____

Date: _____

Short Answer Questions

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What information? (2points)

2. Mention site information (3points)

3. List Information sources for site assessment.(5points)

Note: Satisfactory rating >5 points

Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____



Information Sheet-2	Identifying alternatives resources
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Alternative resources may be equivalent resources available from alternative sources. Information is resources. Therefore, identifying likely conditions under which alternative resources (information) can be sourced to determined suitable sources and conditions of sourcing is important. Alternative Information sources for site assessment may be from

- both primary and secondary data
- research work
- from Community (maybe town, village, regional area, suburb or group of suburbs in a city or a coastal area)
- satellite image
- Aerial photo

Name: _____

Date: _____

➤ **Short Answer Questions**

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are alternative Information sources for site assessment? (3points)

2. Information is resources (True/False) (2points)

Note: Satisfactory rating >2.5 points

Unsatisfactory - below 2.5 points

Answer Sheet

Score = _____
Rating: _____



List of Reference Materials

1- BOOKS

No books referred

2- Manuals

-Workplace communication teaching manuals used

3- WEB ADDRESSES (PUTTING LINKS)