

Module Outline Locating Information

The chart below outlines the content of the Locating Information module. This module is intended to prepare an individual for the ACT WorkKeys® Assessment, one of three assessments needed to earn an [ACT's National Career Readiness Certificate](#).

Topic	Title	Essential Questions
<i>Developmental Resources - The purpose of this resource area is to review skills that students need in order to be successful in other parts of the module.</i>		
Topic 1	Inspecting Information: <i>Understanding & Finding Information</i>	<ol style="list-style-type: none"> 1. How do I recognize the elements of data from various mediums? 2. How can information be interpreted using workplace documents?
Topic 2	Pulling it Together: <i>Summarizing & Comparing Information</i>	<ol style="list-style-type: none"> 1. What is the best way to summarize graphical data? 2. In what ways are data trends illustrated graphically?
Topic 3	Am I on the Right Track?: <i>Drawing Conclusions</i>	<ol style="list-style-type: none"> 1. How can I infer a message from a given graphic? 2. What evidence is needed to draw appropriate conclusions?
Topic 4	Working it Out: <i>Applying Information</i>	<ol style="list-style-type: none"> 1. How can I use graphical data to solve a problem? 2. How can I determine the appropriate graphic data for a given situation?
Topic 5	The Choice is Yours: <i>Making Decisions and/or Predictions</i>	<ol style="list-style-type: none"> 1. How can data collected from trends be utilized in the workplace? 2. How can graphical data assist employers in making decisions?

