4 Sequencing information

Learning objectives:
- To understand what is meant by ‘sequencing information’
- To develop sequencing skills

When you are asked to sequence information you have to put a series of instructions into a logical order. This type of activity requires you to think in a chronological way.

Activity 1

Think about a simple activity that you do every day that requires you to complete actions in a certain order; for example, the steps you take in order to make your breakfast. Write down four simple steps that you follow and number them 1–4.

Activity 2

The following instructions should be completed in order. Number each step of the following text from 1–4 to put it into a chronological sequence. For each step, give a reason which says why you believe it should appear in that order.

Activity 3

Occasionally words will be used to help you work out a sequence; for example, next, finally, after this.

Think of four other words like this and write them down in the space below.

Tip

Sometimes words from one step in a sequence will appear in another step. You can use this to help you work out the correct order. For example: ‘… analyse the information you have gathered …’. You know this step will come after the one where you have to gather information.

Activity 4

Now sequence the following two texts using the tips above to help you.

1. When you have located the instruction manual, carefully read the instruction ‘Before you start…’

2. Make a list of features or applications that are essential to you.

Steps to consider when purchasing a new mobile phone

- Research which phones have the features that you require. Make a list of these phones.
- Visit a mobile phone retailer and ask to see/try the different phones on your list. This will allow you to get a feel for each phone and hopefully make the right choice.
- Work out a budget for your new phone. You can’t make any decisions until you know what you can afford.
- In your instruction manual you will see a list of tools that are required for the job. Make sure you have these before starting your build.
- Open the package and check all items have been included, including the instruction manual.

Using your method, gather information and results to help you complete your study.

Select a research method. What is the best way to answer your question?

If you are completing a research project you need to complete the following steps

Identify the focus of your research. Ask the question, what are you going to research?

Analyse the information you have gathered and present your results.
Parents: do your teens text too much?

If it seems like your teen’s fingers are glued to their cell phone, you might have a problem. While tapping away might seem innocent, there are risks associated with too much texting. On average, teens send or receive 3,339 texts a month, and that can do damage to more than just your monthly bill. Find out how too much texting can be a serious teen issue.

It’s a chicken and egg scenario – excessive texting is linked to risky behaviour. A 2010 study found that too much texting was a predictor of risky behaviour like substance abuse or smoking. In fact, teens who “hypertext” – send more than 120 text messages per day – were 43 percent more likely to be binge drinkers and 55 percent more likely to get in a physical fight.

When you send your teen to school in the morning, you probably hope that they make the most of the opportunity to learn. Unfortunately, with a cell phone attached to their hand, texting could prove to be too much of a distraction. Even if your teen isn’t sending the messages, they could be receiving them, breaking their concentration in school, and causing a distraction. Even if your teen’s school forbids texting in class, teens often find secretive ways of sending messages.

Texting while driving is seriously dangerous behaviour. 11 percent of drivers who were in a car accident admitted to be sending or receiving a text message when the accident occurred. Texting while driving takes your teen’s eyes and concentration off the road, so they are less alert and slower to react. It’s simply unacceptable behaviour, and it’s especially a problem for new drivers who should give their full attention to the road – not to a text message.

While texting isn’t exactly an extreme sport, it doesn’t mean your teen can text night and day without any physical effects. Too much texting can actually lead to tendinitis. Similar to typing on a computer or completing the same motion over and over, tendinitis can cause pain, aching and throbbing in the wrist and in the thumb as a result of your teen’s incessant texting.

Summary:

A brief document or statement that gives the main points of something. It is a shortened version of a longer text which is written up in the reader’s own words. Producing a summary tests your understanding of what you have read.

Tip

A summary, like a heading, only gives key details so it should be brief.