

Effective Searching: Traditional Search and AI Search Tools

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U3.3

WHAT THIS LESSON DOES

Learn how to use keyword search operators like quotes, minus and site filters alongside AI tools. Practise prompting AI clearly, verify answers by checking sources, and log three searches for your project.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.3	Search effectively for information on the internet by using key words, quotation marks for exact phrases and advanced search options.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Use traditional keyword search with quotes, minus and site filters
- Prompt AI search tools clearly and request sources
- Verify AI answers by opening at least one cited source and cross-checking a claim
- Run three project searches including at least one traditional and one AI search, logged in 02_search_log

BEFORE THE BELL

- Write the worked example question on the board.
- Write one primary AI tool name and one fallback on the board.
- Pin or project the minus-sign and colon reminders before the guided search.
- Put out scrap paper and pens for four-bullet search notes.
- Decide the class default suite (all Word Online or all Google Docs) and be ready for one silent Insert-table demo.
- Name one primary AI tool and one fallback on the board; scrap paper and pens ready; students need browser access and their Project Portfolio cloud folder
- Project the operator quick card during the guided search
- Board: worked example question + one AI tool name; scrap paper and pens; browser access; operator cheat-sheet visible
- No prep needed if cheat-sheet was up during step 3
- Announce class suite (Word Online or Docs); confirm cloud portfolio access; silent demo Insert table 5×4 before release
- Students need cloud portfolio access and the log file from the previous step; triage folder, verification cells, then row 3

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
15 min	activity	Step-by-step task
3 min	content	Common issues
10 min	activity	Build your Search Log
15 min	activity	Independent practice
2 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Leave the operator quick card on screen during the practical; do not read every cell aloud.
- Must-do only: quotes, minus, site: → AI prompt → verify → log rows 1-2 → one IP row. Filetype and multi-operator rows are extension only.
- 60-second folder check before the log build: "Show me 02_research." Missing Project Portfolio root: create root → 02_research → document (90-second rescue).
- Worked-example rows count toward the three-search total; independent practice adds one own-project (or bake-sale) row.
- If the clock dies: two solid rows plus a partial row 3 beats three shallow rows.
- Limit reflection contributions to three quick answers.

WHAT TO WATCH FOR

- Space after the minus sign.
- Missing colon in site: or filetype:.
- Log saved outside 02_research or left as Untitled.
- Empty verification cells on AI rows.

DIFFERENTIATION

- Support: bake-sale example for all three rows; query stems on the IP card.
- Extension: fourth row combining two operators or filetype:pdf.
- Support: paired check of one verification note before save.