

# [Source and information](https://assignbuster.com/source-and-information/)

UNIVERSITI TEKNOLOGI MARA SARAWAK FACULTY OF INFORMATION MANAGEMENT Diploma in Information Management (IM110) FOUNDATION FOR INFORMATION STUDIES (IMD102) Sources of Information Prepared by: Ron Ely Julian (2011354741) Prepared for: Madam Suriani Binti Jack Date of submission: 14th December 2011 SOURCES OF INFORMATION By Ron Ely Julian (2011354741) Faculty of Information Management Universiti Teknologi Mara Sarawak Kampus Samarahan December 2011 Acknowledgement Firstly I would like to thank God for his blessing that made me able to finish the assignment and submit in on time.

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Last but not least, Great deals appreciated go to the contribution of my faculty - Faculty of Information Management, which gave us this assignment in order to help build us to be a very dedicated students of University Teknologi Mara. Ron Ely Julian December 2011 Samarahan Campus, Sarawak Abstract The objective of this assignment is to discuss the four sources of information. The Source from people is very direct but it have the chance to be false because getting information directly from people means you are relying on their memories and memory gets blurry after a long time.

Literature is strategic source of information, which it can be kept for a very long time in a form of things to pass the information to the next generation in the future. The organization is a reliable source of information according to the right organization of the information you are searching for because an organization member is full or experts and specialize. An information system is the most popular source of information these days because of the speed and the quality of information you can get in just a few clicks using machines such as computers via the Internet.

Keywords: sources of information, people, literature, organization, information system Introduction of Information You cannot be everywhere all the time to see all kinds of event that is happening all around the world for yourself. So you need other ways of getting information on all those hundreds, maybe millions of events you cannot witness yourself. When someone or something provides you with information, we call them a Source. Information is one of the world’s most important resources. As a human, we need it in our daily life to gain knowledge, to collect data, to solve problems and also to make decision.

Information is a knowledge derived from data. Images, text, sounds, data and documents are included in information. Anthony Ralston define information is a data, which used in decision making. People, literature, organization and information system are the four types of information sources. Information is something that can lead to knowledge regardless and medium of its convincement to one and another person. There are three types of information that is quantitative, non-quantitative and graphics. Information is considered personal, organizational and national resource of great value.

It is also must valuable when it is quickly and easily available plus effectively organized. Table of Contents Acknowledgement……………………………………………………………………............... Abstract……………………………………………………………………………………….... Introduction……………………………………………………………………………………. Sources of Information………………………………………………………………………… Reference………………………………………………………………………………………. Sources of Information People People or individuals are an important source of information. You may access people through personal contact, through the organization where they work or by access their writings.

Normally you will contact people as an information source when the information is not available in written form, when information is needed urgently or when we need detail information. Communication with peers / colleagues is a good way of obtaining vital information. For example, doctors have been found to rely on their colleagues for information in order to solve a patient’s problems. Informal sources of information are valuable and are readily available. If the right person is contacted, quality and up-to date information will be obtained.

There may be some elements of bias in the information provided by human sources. Individuals may say provide information from their own point of view or exaggerate it. \* Literature \* Literature (understood as printed texts) is one kind of information source. In a way is all literature a kind of 'source literature'. It might, for example, be cited and used as sources in academic writings. In literature, a primary source is the original publication of a scientist's new data, results, and theories.

In political history, primary sources are documents such as official reports, speeches, pamphlets, posters, or letters by participants, official election returns, and eyewitness accounts. In the history of ideas or intellectual history, the main primary sources are books, essays and letters written by intellectuals. A study of cultural history could include fictional sources such as novels or plays. In a broader sense primary sources also include physical objects like photographs, newsreels, coins, paintings or buildings created at the time.

Historians may also take archaeological artifacts and oral reports and interviews into consideration. Written sources may be divided into three main types. Narrative sources or literary sources tell a story or message. They are not limited to fictional sources (which is sources of information for contemporary attitudes), but include diaries, films, biographies, leading philosophical works, scientific works, and so on. Diplomatic sources include charters and other legal documents which usually follow a set format. Social documents are records created by organizations, such as registers of births, tax records, and so on. Organization There are numerous type of organization based on functions, subjects as well as profession that we should know. It can be divided into various categories such as commercial organization, educational governmental society, and professional organization. We can get information that we need from various kinds of organizations. When taking information from opinion pieces, the identity of the author may help determine reliability. The opinions of specialists and recognized experts are more likely to be reliable and to reflect a significant viewpoint.

If the statement is not authoritative, attribute the opinion to the author in the text of the article and do not represent it as fact. Book reviews too can be opinion, summary or scholarly pieces. The specific organization may already collect information that you can use to give an initial broad indication of what kind of problems are you having thus detect the right problem solving for it. Information System An information system is any combination of information technology and people's activities that support operations, management, and decision making.

In a very broad sense, the term information system is frequently used to refer to the interaction between people, processes, data, and technology. In this sense, the term is used to refer not only to the information and communication technology (ICT) an organization uses, but also to the way in which people interact with this technology in support of business processes. Information system is a computer-based service that provides information in response to specific request from users. It may be operated by an organization for their own benefit or offered to the public on a subscription basis.

One of it is the Internet. The internet has all kinds of information sources including among others. The Internet is a network of computer networks around the world that enable people to access information and to communicate with each other. By having Internet in our daily life, things get easier especially when it comes to collecting or gathering information about anything. Reference (MLA Style (Modern Language Association) Grace, A. Ajuwon. “ Module One Information Sources. ” Karibouconnections. 12 June 2010. Web. 13 December 2011.

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