***Tasks***

*Formulate a leading question concerning*

*“Love and Power in Shakespeare’s Plays“.*

*Conduct an expert interview via digital media and include it in your “final product“.*

*Produce.*

*Step 1: Initiation*

*Get inspired. Brainstorm.*

*(Use <https://oncoo.de/Placemat/> to brainstorm your ideas.)*

*Step 2: Introduction*

*(Do further research. Use ‘How to Google/Startpage like a Pro’)*

*Step 3: Planning*

*(Use <https://cryptpad.fr/kanban/> to plan, structure and execute your tasks.)*

*Step 4: Execution*

*(Use <https://cryptpad.fr/kanban/> to plan, structure and execute your tasks.)*

*Step 5: Presentation*

*Step 6: Evaluation*

*(Use <https://bittefeedback.de/> to give feedback and evaluate.)*

*Step 7: Continuation. Back to Step 1.*

**How to Google/ Startpage Like a Pro**

|  |  |  |
| --- | --- | --- |
| Level 1 | shortcut | explanation: search for |
| non-specified search | ~ | synonyms |
|  | relate: | related results |
|  | \* | unknown words; fills in the blank |
|  | define: | glossary definition |
| search more efficiently | + | additional results |
|  | - | exclude specific words |
|  | AND | additional results, including both searches |
|  | OR | combine searches |
|  | “…“ | exact match |
|  | site: | specific website |
| Level 2 |  |  |
| search for specific websites | .edu | educational websites only |
|  | .org | non-profit organizations’ websites only |
|  | .gov | governmental websites only |
| specific files | filetype:pdf | restricts results by file type  pdf |
|  | filetype:ppt | powerpoint presentation |
|  | filetype:doc | Microsoft word document |
| Level 3 |  |  |
| narrowing down searches | intitle: | word must appear in title |
|  | allintitle: | all words must appear in title |
|  | intext: | word must appear in text |
|  | allintext: | all words must appear in text |
|  | inurl: | word must appear in url |
|  | allinurl: | all words must appear in url (website’s name) |
|  | inurl:year (in numbers) | year must appear in url |
|  | inurl:news | news websites (in url) |
|  | inurl:blog | blogs (in url) |
|  | inurl:forums | forums (in url) |
| Level 4 |  |  |
| refined search |  |  |
|  | location: | in a specific location |
|  | .. | within a range of numbers |
|  | daterange: | websites added/updated within a certain date range |
|  | cache: |  |
|  | @ | in social media |
|  | google scholar |  |