Module 2 模块2

Worksheet: Keywords 工作表：关键词

Your Name姓名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Association单位\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Project Topic Title: 项目名称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step1. Forming Keyword list 第一步 形成关键词表

1. Write one or two sentences about your topic: 写下有关你的主题的1或2句话：
2. Underline the specific words that describe your topic.用下划线标出描述这个主题的特定词汇。
3. Make a separate list of all the words that you have underlined. This is the original keyword list (column 1): 在表中第1列列出这些词汇，这就是初始关键词列表。
4. For each word that you have listed think of synonyms (words that mean the same thing) (column 2). 对第1列中每个词汇，在表中第2列列出其同义词。
5. For each word that you have listed think of related terms (words related but not generic or specific concepts) (column 3). 对第1列中每个词汇，在表中第3列列出其相关词(相关但非属概念或种概念)。
6. For each word, think of words that describe a larger topic but are related to your word (column 3). 对第1列中每个词汇，在表中第4列列出其更宽泛的词（属概念）。
7. For each word, think of words that describe a narrower aspect of your word, but are still related to your original word (column 4). 对第1列中每个词汇，在表中第5列列出其更窄的词（种概念）。
8. All the words in column 2-5 can be added into column 1 for further expansion. 所有第2-5列的词可加到第1列作进一步扩展。

In the end, from your original keywords, you will get an expanded list of keywords. 最终，从初始关键词列表，你得到了一个扩展的关键词列表。

Expanded List of Keywords

扩展关键词表

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Original keywords  初始关键词 | Synonyms  同义词 | Related Terms  相关的词（相关概念） | Broader Terms  更宽泛的词  （属概念） | Narrower Terms  更窄的词  （种概念） |
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Step 2. Combining Keywords for More Effective Searching

第二步. 关键词组合--更有效的搜索

Please combine keywords to form your searching formulae.

请对关键词进行组合，形成检索式。

For example, using keywords of region/ethnicity to narrow down other series of keywords:

例如，用地域系列/民族系列对其他系列做限定。

These are your searching formulae that can be implemented in various systems.

从而得到了你的检索式。这些检索式可以在各种系统的界面实现。

*Congratulations! Now you are ready to try searching for your topic in the online catalog, databases and Web search engines, using your keywords and searching formulae! Try several different combinations and compare the results!*

祝贺您！现在，你可以尝试在在线目录、数据库和网络搜索引擎上使用这些关键词和搜索式来搜索你的主题！你可以尝试不同的组合，比较搜索结果！