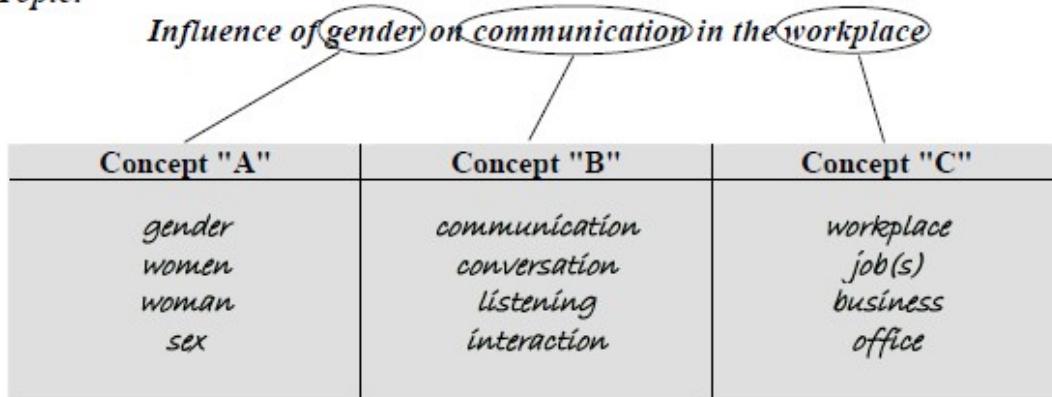# Search Statement Worksheet[1]

Identifying the right terms and phrases for your topic is critical to successful searching. The first step is to list the terms that might be used to describe each of the main concept(s) of your topic (use as many as needed).

For example, if your topic is on the ***influence of gender on communication in the workplace***, the main concepts are (a) gender; (b) communication; and (c) workplace.

For each of the main concepts, identify synonymous or related terms which may also be used in your search statements.

Sample Topic:

Influence of gender on communication in the workplace

Concept "A"	Concept "B"	Concept "C"
gender	communication	workplace
women	conversation	job(s)
woman	listening	business
sex	interaction	office

This list of terms may be used in constructing a search statement, using search operators:

> • *OR* combines the related terms for each concept, broadening the search to be more inclusive.
> • *AND* narrows the search to records that include at least one of the terms from each concept group.

The above terms may be combined as follows:

(***gender* OR *women* OR *woman* OR *sex***)

AND

(***communication* OR *conversation* OR *listening* OR *interaction***)

AND

(***workplace* OR *job* OR *jobs* OR *business* OR *office***)

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1   Adapted from a handout by the John W. Hicks Undergraduate Library at Purdue University.

Your problem statement in a nutshell _____

_____

_____

Concept A	Concept B	Concept C	Concept D

Your problem statement in a nutshell _____

_____

_____

Concept A	Concept B	Concept C	Concept D