HOW TO USE THE INTERNET EFFICIENTLY FOR RESEARCH

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Abstract. Graduate students need the ability to find the appropriate information on the Internet by choosing a reliable search engine. This article provides some practical recommendations for developing skills to search the Internet faster and more efficiently.
Key words: the Internet, Google, searching, finding information, study skills.

Nowadays it is very important for graduate students (as well as for other researchers) to find information on the Internet more efficiently. According to the survey conducted among Master's degree students at Al-Farabi KazNU, almost all of them use Google for their research, but only a few students were aware of some very useful tools that help search the Internet more efficiently. Later they admitted that if they had known, they would have been able to finish their research more quickly and accurately. This article demonstrates some useful commands and resources within Google, showing how to find appropriate information by choosing the right methods and tools. With these aids both graduate students and professors can save valuable time.

Google operators are keywords for the search engine that filter the displayed results. Thus, by using certain operators, researchers are able to get precisely what they need. For example, if we need to find "New York Times" articles about test scores in the university, but not the SATs (approximately similar to Kazakhstani «ЕНТ»), written between 2008 and 2010. Here is what we would type into the search bar:

site:nytimes.com ~college "test scores" -SATs 20082010

In the example, you can see the first operator is "site:" – "nytimes.com", which means that Google will display results only from nytimes.com. Up next is the "~", which allows us to search for related words, such as "university" and "higher education". Then comes the " ", and it searches for pages with the exact phrase, and not each word separately. The "-" excludes terms from the search, and "" shows all results from the chosen time range. The "site:" operator also can help when you cannot remember exactly where you found something on a website and the search bar does not work.

What do you do when you have to write a paper on photosynthesis and you have found a snippet of a great article on some website, but you want to find the full piece and all you know is the author's name? Usually, googling brings up every instance of the article ever published and trying to sort through them gives you a headache. However, if you use Google Scholar – http://scholar.google.com/ - it will exclusively search for academic and scholarly work. Then you need to use more operators to narrow down your results, and here is how it will look like:

author:green photosynthesis "john smith"

As you can see, by typing "author:" then a name, Google will automatically discard papers where the given name is not present. Then you would type the topic that you are searching for like you would normally do in Google. And lastly, in the given example, " " are used again to search for the co-authors.

If you are preparing for an exam, you can use these filters to find some examples on what to expect on the examination:

filetype:pdf "history of western turkic kaganate" exam

The "filetype:" operator in this search will narrow your search to that exact item. You can also search for .doc, .xls, etc.

Google cannot be the only tool in the researcher's belt. It is better to use library websites for more detailed research. Most university libraries have access to different databases and search engines designed to exchange data, papers, and articles. A librarian is best equipped to provide you with useful tips and instructions in using them.

Do not forget about mining bibliographies. If you find some useful study, book, or article it is very likely that it contains some other good sources. By consulting those sources you can extend your research, *allowing* you to go deeper or wider on the subject than the original author.