

# Table of Keywords

For help with filling in your table of keywords see the first two drop-downs on the [Getting Started with Library Research page](#).

## Your Question/Task:

---

## Your Table of Keywords:

Keywords from question or task	Synonyms and Related Terms	Broader Terms	Narrower Terms

**Note:** See the next page for an example question and example table of keywords.

## DEFINITIONS FOR TABLE OF KEYWORDS:

- **Keywords from question or task-** The words from your question that you need to find information on. These are your initial keywords that you can start to use in a search.
- **Synonyms and Related Terms-** Words that are the same or similar to the keywords from your question or task. Authors may use different words to mean the same thing, therefore, it is a good idea to look at other words that are similar to your initial keywords.
- **Broader Terms-** The main subject area that your initial keywords belong in. For example, the word 'accounting' would belong to the subject area of financial services. Therefore, 'financial services' would be a broader term for 'accounting'.
- **Narrower Terms-** The words that are specific examples of a concept. For example, 'interpersonal skills' usually comprises a number of skills such as flexibility. Therefore, 'flexibility' would be considered a narrower term of 'interpersonal skills'.

**Note:** You don't need to fill out every row of the table. This document is here to help you identify additional keywords, just in case the initial keywords do not lead to the search results that you need.

### Example Question:

What are the **interpersonal skills** that **accounting graduates** need to be **job ready** in **Australia**?

### Example Table of Keywords:

Keywords from question or task	Synonyms and Related Terms	Broader Terms	Narrower Terms
Interpersonal skills	Personal skills, People skills, Soft skills	Social intelligence, Emotional Intelligence	Team work, Self-motivation, Reliability, Flexibility, Leadership
Accounting	Accountant, Accountancy	Financial Services	Book-keeper, Public accountant, Tax accountant
Graduates	University students		
Job ready	Work ready	Employable	
Australia			

**Note:** This example table isn't an exhaustive list.