# Keywords – transcript.

1. Synonyms: Think about other words that mean the same, or nearly the same as your original word. ﻿
2. Phrases: You can include phrases as well as individual words in your search. Your results will be more relevant if you use quotation marks around your phrase e.g. "study skills".
3. Abbreviations: If there is a well-known abbreviation, it may be helpful to try this when searching as well as the full form of the word or phrase.
4. Plural: Using the plural may change your results e.g. woman or women. ﻿
5. Alternative spellings: Try using alternative spellings where appropriate e.g. American variants or historical variants.