



## St Matthew's Academy Library Helpsheets

### ExPLORE

#### 5 simple steps for effective research

Ex-

Plan  
Locate  
Organise  
Represent  
Evaluate

- Plan            Brainstorm  
What do you already know about topic?  
What exactly do need to find out?  
Decide on your keywords  
What are the key questions you need to answer?
- Locate        What sources of information are relevant to this topic?  
Do I know how to find these resources and use them effectively?
- Organise      Skim and scan text so that you can pick out relevant information and discard anything that's not (remember your keywords & key questions)  
Make notes in your own words.
- Represent    Present your information in an appropriate way i.e poster, booklet, talk, Powerpoint presentation using the information you have found.
- Evaluate      Think about the process you went through to complete the task. What did you do well, what did you find difficult, what could you improve on next time?