Planning

Purpose

Identify the **PURPOSE** of your investigation

What are you being asked to do?
What do you have to produce?
What are the deadlines?

★**Decide your topic**★

What do I already know about the topic?
What (else) do I want to find out about the topic?

THINK of KEYWORDS to describe topic

PLAN your work

Create research questions:
**WHO   WHAT   WHEN
WHERE   WHY   HOW**

Locate

Finding Information

Locate resources

School library   Public Library
Geography Department
Internet   Magazines
Dewey numbers

★**Keep a note of resources found and used**

Use

Reading for & Using Information

Background reading — To get an overview of the topic

Scanning & skim reading — To find relevant information within a text

Reading in-depth — Read closely for understanding, learning and to get detailed information

Note - taking — READ⇨WRITE⇨REVIEW⇨REMOVE
Use your own words

Write up your project in your _own words_ from your notes.

Self-evaluate

Before you hand it in — Have you included everything asked for? (Use the checklist provided) Any part needing improved?

Afterwards — Reflect on (think about) how you felt you did — What did you enjoy / dislike? What was easy / difficult? What might you do differently when doing another project?

Curriculum for Excellence Literacy Outcomes (Responsibility of all)

LITERACY – READING – FINDING & USING INFOMATION

Using what I know about the features of different types of texts, I can find, select, sort, summarise, link and use information from different sources.
LIT 3-14a / LIT 4-14a

LITERACY – READING – FINDING & USING INFOMATION

I can make notes and organise them to develop my thinking, help retain and recall information, explore issues and create new texts, using my own words as appropriate.
LIT 3-15a / LIT 4-15a