

Planning

Name: Class:

Think about your initial planning of your investigation & locating resources.

Fill in the planning sheet **before** you start your reading and research. You will be expected to have this sheet filled in and do at least one period book-based research before going on the internet.

PURPOSE

Who is it for? (Teacher's name)

When does it have to be handed in?

What topic are you planning to research?

Plan your work

Use keywords when you search for information.

Do you already know anything about the topic?

Yes ☐

A little ☐

No ☐

Make brief notes in the form of KEYWORDS and KEY PHRASES.

Keywords / Phrases

★ If you don't know much about the topic then do some background reading and then note down keywords and key phrases. ★

Research Questions Make a list of things you want to find out and make up at least four questions. This may help you to organise your project into sections.

WHO WHAT WHEN WHERE WHY HOW

LOCATE

Think about where you might find resources for your research.

School Library ☐

Kirkwall Library ☐

Stromness Library ☐

Internet ☐

Home ☐

Other ☐

What is / are the Dewey Number(s) for your topic?

USE

Background reading / In-depth reading / Notetaking

★ Write up your project in your own words from your notes. ★

★ Do not include text downloaded from the internet. ★

★ Remember to note down information about each resource you use for research. ★

Record these details on the back of this sheet.

ONLINE INFO AVAILABLE FROM: <http://tinyurl.com/environment33>

SELF-EVALUATE Have done everything you were asked for.

ASK YOUR TEACHER OR LIBRARIAN TO CHECK YOUR PLANNING BEFORE YOU GO ON THE INTERNET.

Checked by teacher or librarian (Initials)

BIBLIOGRAPHY - Project / Investigation Resource List - Note down ALL resources you used information from.

THE BOOKS I USED TO FIND INFORMATION:

AUTHOR	TITLE	PUBLISHER	Date Published	Page No.	Dewey Number

THE WEBSITES I USED TO FIND INFORMATION:

Website Name	URL (Address)	Date Accessed

THE MAGAZINES I USED TO FIND INFORMATION:

AUTHOR	ARTICLE TITLE	MAGAZINE TITLE	Year	VOLUME No.	PAGE Nos.

If you need another bibliography sheet, ask the librarian or use the back of your jotter.