

P Purpose

When is it due?
Who is it for (teacher)?

Planning your Research

Locate

Where are you going to find your information?

Format: What does it have to include?

- Check the guidelines!
- Introduction
- Contents page
- Information in sections
- Facts & figures
- Pictures / illustrations
- Conclusion
- Bibliography
- Front Cover

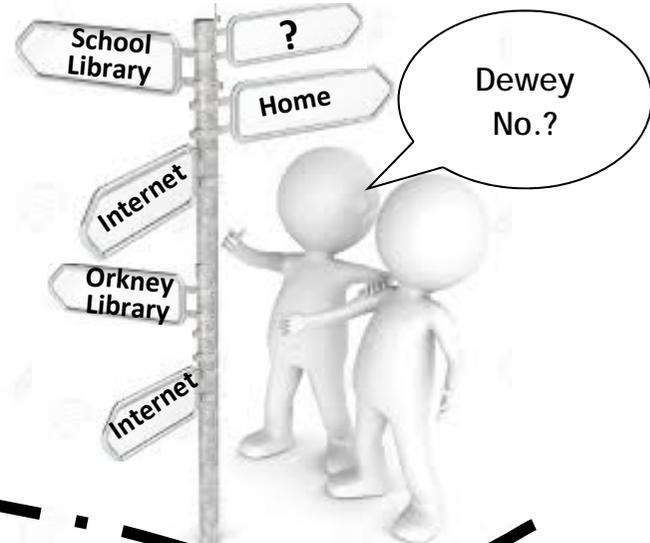


TOPIC?

What do you already know?
(Keywords / short phrases)

What else do you want to find out?

PLANNING



Research Questions

Who?

What?

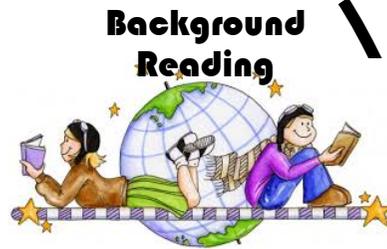
When?

Where?

Why?

How?

Keywords
To use when searching for information



Reading for Information

Note taking

Self-Evaluate
Check you have done everything you were asked to and that you have got everything you need!

Self-evaluate

U Use

S

PURPOSE

When does it have to be handed in?
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Topic

Do you already know anything about the topic?

Yes No Do some background reading.

Note down some facts. Use keywords or short phrases.

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What else do you want to find out about the topic?

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Background Reading

Without taking notes—just get an overview of your topic.



Name: Class:

LOCATE

Where will you find your resources?

School Library Home Internet

Orkney Library Other

Dewey Number(s) for your topic:
.....

USE

Research Questions?

Who; What; Where; When; Why; How?

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Now that you have done some thinking and background reading, list **keywords** and **key phrases** which help you search for specific information in books or on the internet.

Get this sheet checked before you go on the computer Checked by teacher / librarian

Keywords / Key phrases?

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Remember to note down information about each resource you use. You need this for your bibliography.

SELF-EVALUATE

Are you clear about what you are going to research? Yes No Not sure

Have you got at least 3 or 4 research questions? Yes No

Have you got at least 5 or 6 keywords or key phrases? Yes No

If you answered no or not sure to any of the questions, go back and think further about your topic.

If you answered yes, then you should start your research. Use books first, then internet.

Remember!

- Take notes (in the back of your jotter)
- Don't copy information—use your own words
- Ask for help if you need it.
- Use Ancient Civilisations Livebinder to do your research on the internet (via library blog, website or Glow).