

# Ten Steps to Preparing Research

Name \_\_\_\_\_ Date \_\_\_\_\_

Steps	Comments
<b>Step 1: Get ready</b>	
Make sure you understand the assignment. Read the instructions carefully. Check with a partner to make sure you understand them. Ask your teacher for clarification if you still have questions.	
Study the checklist for success and assessment criteria provided with the assignment. Think about the criteria for the task. If you have questions, ask for clarification.	
Check your time. What is the due date for the assignment? What is the date today? What steps must be completed? Use a calendar to plan your work.	
<b>Step 2: Select a topic</b>	
Sometimes a topic will be assigned. Other times, you may select a topic on your own. Before you begin, however, ask yourself a few questions.	
• What do I already know about this topic?	
• Where would I look to find more information?	
• How will I check to make sure my information is accurate?	
<b>Step 3: Find resources</b>	
Begin with your textbook. In some cases, you will be able to use this to complete the entire assignment. Sometimes, you may be asked to use resources in the school library or on the Internet. In these cases, your teacher or school librarian will provide suggestions for you.	

**Continued on next page**

## REPRODUCIBLE A CONTINUED

Steps	Comments
<b>Step 4: Take notes</b>	
Researchers use various strategies for taking notes. Index cards, mind maps, and graphic organizers are all suitable note-taking tools. Here are some basic rules for taking notes:	
<ul style="list-style-type: none"><li>Record information about your sources: author, title, place of publication, page numbers.</li></ul>	
<ul style="list-style-type: none"><li>Use your own words. Read a passage, then turn away from the text and write the main idea in a few words on your index card or note-taking sheet.</li></ul>	
<ul style="list-style-type: none"><li>Identify direct quotations. If you want to quote directly from a source, copy the words and enclose them in quotation marks. Don't overuse direct quotations.</li></ul>	
<ul style="list-style-type: none"><li>Summarize, summarize, summarize. Use your summarizing skills to record only the main ideas and important facts.</li></ul>	
<b>Step 5: Organize your notes</b>	
Put your information in the order that makes the most sense to you and that will be easy for readers to follow. Check with your writing partner to see if the order makes sense to someone else.	
<b>Step 6: Write an outline</b>	
Write an outline based on your notes. Don't be afraid to change the sequence of your information if you see a better way of doing things during this process.	
When you finish, check your outline. Ask yourself these questions: Have I included all the important ideas in this outline? Have I included ideas that really aren't very important? Does the order make sense? Do I still have questions?	
If you need to check facts, now is a very good time to do this.	

Continued on next page

## REPRODUCIBLE A CONTINUED

Steps	Comments
<b>Step 7: Write a draft</b>	
Exchange your draft with that of a writing partner. Ask your partner if your draft is clear and interesting. If your partner has questions, you can check your draft and make necessary changes.	
<b>Step 8: Revise your draft</b>	
This is an important stage of writing. You are making changes to improve clarity, organization, and word choice. Here are some questions to ask yourself:	
<ul style="list-style-type: none"> <li>• Is my draft clear and concise?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do I clearly state the main idea in the opening paragraph?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do the following paragraphs all support the main idea? Are the details interesting, worthwhile and clear?</li> </ul>	
<ul style="list-style-type: none"> <li>• Does my draft include clear transitions from one idea to the next? Will a reader be able to follow my draft easily?</li> </ul>	
<ul style="list-style-type: none"> <li>• Have I chosen words appropriate to my audience and purpose?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is my draft interesting?</li> </ul>	
<ul style="list-style-type: none"> <li>• Have I included all the references and source information?</li> </ul>	
<b>Step 9: Edit your draft</b>	
As you prepare your work for submission, you may want to make small changes.	
<b>Step 10: Check with a partner</b>	
A check by a partner is always a good idea as a final step before submission.	