

STAGE 3: Processing Information - Checklist

Analyze and Reflect

- Evaluate my information sources**
Have I examined my information for relevance, bias, accuracy, currency, point of view, and authority?
- Develop notes related to my information needs**
Have I kept good point-form notes?
Have I included information from different viewpoints?
Have I recorded my own thoughts, ideas, and reflections?
Do I have enough information?
- Use information honestly**
Have I carefully recorded all sources of information?
Have I acknowledged sources of quotes and ideas?
Have I followed all copyright laws?

Test Ideas

- Test ideas to adjust research and strategies**
Does my information relate to my topic, thesis?
Do I need to adjust my focus or research plan?
Have I discussed my ideas with others?

Sort Information

- Use organizers and headings to sort and record**
Have I made use of graphic organizers to help me look for patterns and relationships?
What organizers would best help me to analyze my gathered data?
Would a database or spreadsheet be helpful?

Synthesize Findings

- Make generalizations**
Did I discover trends and patterns in my collected information?
Did I find relationships?
Do I have conflicting information?
- Formulate conclusions**
Have I been able to form my own personal opinion?
Have I formulated an arguable thesis?
Can I justify my perspective with supporting evidence?
Have I developed convincing arguments?
Have I developed an outline or flow chart to consolidate my findings?