

STAGE 1: Preparing for Research - Checklist

Define

- Understand the assignment**
What do I have to do: presentation, report, essay, project?
When is it due? How long does it have to be?
How will the assignment be evaluated?
- Prepare the portfolio to hold my work**
Did I prepare a work log?
Did I develop a research plan with timelines?
Did I include a research plan with timelines?
Did I include:
 - a copy of the assignment, and details about process and marks
 - all of my notes
 - a record of interviews and phone calls (if applicable)
 - copies of magazine articles, newspaper clippings, pamphlets, and printouts
 - an ongoing record of all sources of information
 - a list of appropriate subject headings
 - all outlines and drafts

Explore

- Explore the topic**
Did I investigate a variety of resources, including books, videos, pictures, experts, and the Internet, to give me an overview of the topic?
- Brainstorm**
Did I share ideas with others?
Did I develop word maps or web my ideas?
Did I cluster ideas to look for patterns?
Did I break down the topic to help develop a focus?
- Record the possible topics and sub-topics**
Is the topic manageable and meaningful?

Identify

- Create inquiry/research questions**
Have I developed good thoughtful questions that require research and analysis?
- Develop keywords for searches**
Have I grouped the search terms together?
Can I develop search phrases?
- Form a tentative thesis, if required by your teacher at this stage**
Have I tested out my ideas with others?

Relate

- Develop a K-W-L chart**
What do I know about this topic already?
Have I done something like this before?
What do I need to find out?
Where can I look for information?
Who else can help me?
How will I record what I learn?
- Conference and discuss research plans**
Have I talked to peers, teachers, teacher-librarian?