Define

Topic – What is the question?
What are the keywords?
What exactly is it asking you?

Do
Stem words/brainstorming
Draw a flow chart/concept map
Work out the main words of the topic
Develop useful and relevant questions from the topic

Ask yourself these questions:
What am I being asked to do?
What do I need to know?:
What do I already know?
What do I want to find out?

Select

Have you got the information you require?
Is the information:
  Relevant to the question being asked?
  From a credible/reliable source?
  Up-to-date and accurate?

Start writing notes with the information selected.

Effective note taking tips
• Use your own words
• Use bullet points
• Be brief – no sentences just main points
• Ensure your facts and figures are correct
• Keep a full list of resources
• Organise notes into a logical order
• Write clearly – notes are no good if you can’t read them again.

Locate

Where can I find the information I need?
In the library in:
  Books
  Library catalogue
  Internet
  Newspapers

Also ask teachers and use the knowledge you already have
Use online resources from the library website for encyclopaedias, e-books, newspapers etc.

Good sites to use:
www.google.com.au
www.kids.nationalgeographic.com
www.kids.yahoo.com
www.heraldsun.com.au

Organise

How can I best organise the information I have found?
What information should be recorded?
How should the resource be cited in a bibliography?

Present

What is the question being asking you to do?

To present the information you need to:
Pull all the information together
Check the information is relevant to the question
Draft and edit the information
Communicate the information in a way that answers the question
Ensure your work is clear and accurate
Re-read all of your work – check your spelling and grammar

Your question will usually determine how you will present the information you have however sometimes you will need to make a decision on how the information is best presented.

Presentation could be in a number of formats like:
Essay
Oral report
Poster/display
Web page
Power Point

Evaluate

What did I learn from this?
How satisfied am I with the end product?
Did I go through each stage?

Define the question
Locate the information
Select relevant points
Organise the useful information
Present the final product

What areas do I need to improve in?
What area have I done well in?
How can I improve my research skills?
**Plagiarism:** to talk and use (the thoughts and writings, inventions, etc. of another person) as one’s own.

Plagiarism is when you:
- knowingly buy or steal another persons work;
- ask another person to do the work for you;
- copy all or any of the information from another source – this includes downloading and copying large amounts of information from the internet.

To avoid plagiarism ensure you always give credit to other people’s work. To do this you must always include a bibliography with your assignment.

**Bibliographies**

A bibliography is a complete list of the references (books, websites, newspapers, etc.) you have used in creating your assignment.

It is important to list all of the resources you use when completing an assignment. The easiest way to do this is to write down the details of the book or copy the URL onto the tops of your note taking sheet. This way you will have the information when it comes to doing your bibliography.

The information you need is:
- Author
- Year of Publication
- Title
- Publisher
- Publishing place
- Page numbers

All of this information can be found on the library catalogue

Or if it is a website you need all of the above and the URL.

An example