

1. What is my topic?

2. What do I want to know about this topic?

Generate a question that is meaningful, interesting and worth answering.

3. What do I already know about this topic?

4. How do I know this?

5. What do I need to know?

6. What might the answer be?

7. What are the resources that will help me find the information I need? Where can I find them?

8. How will I know that the information is valid?

9. Is there other information available?

Interpreting Information: Complete for each source used. You will be required to submit a bibliography with your report.

Source: (print or electronic)

Is this source reliable and credible? Is it current? Is there a bias? How do I know?

Notes: (only key words and phrases)

How is this relevant to my question?

Is there any information that contradicts other sources?

Does it raise new questions?

Preparing the Report:

1. What is my main point?

2. Who is my audience? How does this affect my content and language?

3. How will I organize my report?

Body para 1 topic	Body para 1 supporting points
Body para 2 topic	Body para 2 supporting points
Body para 3 topic	Body para 3 supporting points
Body para 4 topic	Body para 4 supporting points