



RESEARCH:

Collecting and Comparing Information



When to use it

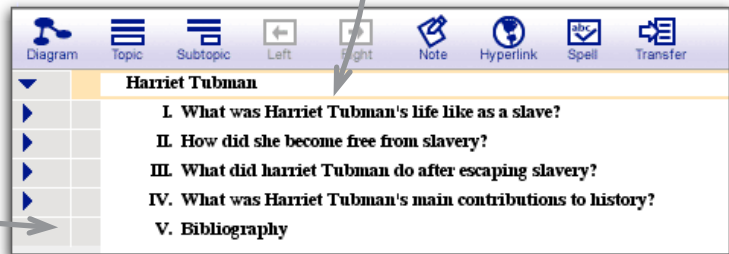
- You need to integrate information from multiple sources.
- You need to document where your information came from.



How to do it

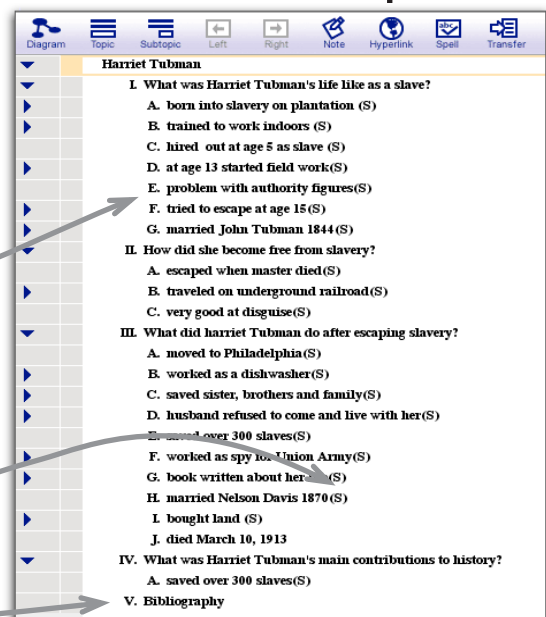
1 Make an outline.

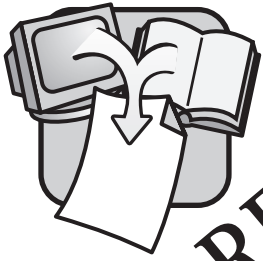
- Type in the main topics or questions you want to answer.
- Add a topic called "Bibliography" at the end.
- Save as Research 1



2 Read, Record, and Reference.

- Add each source to the Bibliography and "tag" it with an identifying letter or number (put "P" for primary sources and "S" for secondary).
- Add information as subtopics where appropriate.
- Add a tag at the end of each entry to match it with the source.





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How to do it (cont.)



3 Repeat.

- Repeat step two for all of your sources.
- Use a different tag for each source.
- Save as "Research 2"

4 Reflect and Restructure.

- Think about the information you have collected. Put information into categories.
- Look for connections, relationships & patterns.
- Rearrange your outline to show your thinking.
- Save as "Research 3"

