

BRAINSTORMING

- Define information/problem
- Strategies needed to organize/focus ideas- ex. Venn diagram, Mind Web, Stream of Consciousness, KWL

STATE THE ESSENTIAL QUESTION

- Do I understand what the essential question is asking?
- Develop guiding questions to achieve project goals- ex. Bloom's Taxonomy

GATHER APPROPRIATE INFORMATION FROM RELIABLE SOURCES

- What types of sources should I use? (books, journals, newspapers, internet)
- Identify reliability of sources such as currency (date), objectivity (is the source biased?), websites that end in *.gov* or *.org*

CREATE NOTE CARDS

- 1 fact per card
- No full sentences
- Source # on each card
- Do I have enough information to answer the essential question?

BIBLIOGRAPHY CARDS

- Make one card for each source **before starting notecards**
- Each source should have its own number
- Refer to bibliography sheet for proper format

ORGANIZE NOTE CARDS

- Do I understand the information I have gathered?
- Place information into topics
- Create outline/ use graphic organizer

BILIOGRAPHY

- Place sources in alphabetical order
- MLA Format

DRAFT

- Have the project goals been met?
- Have I presented my research in the appropriate format?

REVISE/EDIT

- Did I follow the editing checklist?
- Do my sentences flow smoothly?
- Do I use sentences of different lengths with a variety of beginnings?
- Do I use transitional phrases?

FINAL DRAFT

- Have I read and reviewed my paper and made all necessary corrections?