

**\* RESEARCH CHECKLIST \***

1. **Review your TASK & write your ESSENTIAL QUESTION:**  
List your Task Elements:
  - Number of pages or paragraphs: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - Bibliography/Source list (format on back)

Write your Essential Question:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Brainstorm ALL possible SOURCES:**
  - Worldbook Encyclopedia, vol. \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - Internet: http://\_\_\_\_\_

**Check the box for best sources above!**

3. **Locate & use your SOURCES**  
using **keywords** to search in print & online sources! List your keywords:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  - ◆ Use index, text features, table of contents to locate info within sources.
  - ◆ Use **Google.com** to search the Web.
  - ◆ Take notes! & **cite your sources!**

4. Take good notes (use an organizer)

5. **SYNTHESIZE:**
  - Organize information (write your rough draft & then, final draft)
  - Present information (turn in report, give oral presentation, create poster, etc. Include your bibliography.)

6. **ASSESS:**  
Your sources \_\_\_\_\_  
Your process \_\_\_\_\_  
Your product (all task elements?) \_\_\_\_\_  
(on scale of <1 - 5, how did it go?)

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## CITE YOUR SOURCES!

### Basic source info:

Author. Title. Publisher, date. Pages.

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### BOOK example:

Allen, Thomas B. Vanishing Wildlife of America. National Geographic Society, 1974. pp. 45-56.

### PERIODICAL ARTICLE (magazine or newspaper) example:

Quinn, Jane Bryant. "Some Guesses for 1996." Newsweek. (Jan. 8, 1996), p. 46.

### ENCYCLOPEDIA ARTICLE example:

"Aristotle." World Book, 1994. Vol. A, p. 345.

### RADIO OR TELEVISION PROGRAM:

"Latch-Key Kids." Primetime.  
ABC, Nov. 25, 1996.

### COMPUTER FILE:

"Egypt." Encarta. CD-ROM.  
Microsoft, 2000.

### WEB SITE example:

"Mountains", FactMonster Almanac.  
Oct. 19, 2002. <www.factmonster.com>

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