STAGE 1: Preparing for Research - Checklist

**Define**

- **Understand the assignment**
  What do I have to do: presentation, report, essay, project?
  When is it due? How long does it have to be?
  How will the assignment be evaluated?

- **Prepare the portfolio to hold my work**
  Did I prepare a work log?
  Did I develop a research plan with timelines?
  Did I include a research plan with timelines?
  Did I include:
    - a copy of the assignment, and details about process and marks
    - all of my notes
    - a record of interviews and phone calls (if applicable)
    - copies of magazine articles, newspaper clippings, pamphlets, and printouts
    - an ongoing record of all sources of information
    - a list of appropriate subject headings
    - all outlines and drafts

**Explore**

- **Explore the topic**
  Did I investigate a variety of resources, including books, videos, pictures, experts, and the Internet, to give me an overview of the topic?

- **Brainstorm**
  Did I share ideas with others?
  Did I develop word maps or web my ideas?
  Did I cluster ideas to look for patterns?
  Did I break down the topic to help develop a focus?

- **Record the possible topics and sub-topics**
  Is the topic manageable and meaningful?

**Identify**

- **Create inquiry/research questions**
  Have I developed good thoughtful questions that require research and analysis?

- **Develop keywords for searches**
  Have I grouped the search terms together?
  Can I develop search phrases?

- **Form a tentative thesis, if required by your teacher at this stage**
  Have I tested out my ideas with others?

**Relate**

- **Develop a K-W-L chart**
  What do I know about this topic already?
  Have I done something like this before?
  What do I need to find out?
  Where can I look for information?
  Who else can help me?
  How will I record what I learn?

- **Conference and discuss research plans**
  Have I talked to peers, teachers, teacher-librarian?