

How to Conduct Research

In today's information age it is easy to be overwhelmed with data. The following steps should help you approach your task much like any problem that needs to be solved.

Step 1: Define your task

- What is my task?
- What do I want to do?
- What is my project/research?
- What information do I need to complete my project/research?
- What do I already know?
- What do I want to know?
- What questions do I need to answer?

Step 2: Determine information-seeking strategies

- What resources can I use?
- What resources are available to me and appropriate? (Consider printed, electronic, visual, primary sources and personal interviews)
- Narrow your selection to what is reasonable.

Step 3: Locate and access resources

- What skills do I need to use the resources? For example: search keywords, search strategies, interview strategies

Step 4: Use of Information

- Engage in the source (read, hear, view, and touch)
- Extract relevant information
- Find the answers to your questions
- Evaluate all materials for bias and limitations and collect additional sources if necessary
- Record your information
- Paraphrase, summarize, and take notes

Step 5: Synthesis

- Organize information from multiple sources
- Determine how to organize and share your information
- Outline, synthesize
- Write and/or word process
- Illustrate, graph, produce a multimedia display, etc.
- Present project

Step 6: Evaluation

- Self-evaluation (How did I do?)
- Peer groups
- Teacher evaluation



o Community evaluation

