Checklist for Research Process

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as your work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Research Strategies

Task: Source List

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Create a list of Web sites to use in your expository essay according to an agreed-on format
- ☐ Be sure that your sources are credible, and make sure sources:
  - ☐ Are sponsored by an organization that you recognize
  - ☐ Have everything on the Web site working correctly
  - ☐ Have content that can be checked against other sources
- ☐ Save your document

Activity 2: Information Gathering

Task: Notes

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Take notes from your sources and use a variety of note-taking formats, such as:
  - ☐ Quotes
  - ☐ Paraphrases
  - ☐ Summaries
  - ☐ Facts and Data
  - ☐ Original Ideas
- ☐ In your notes, be sure to:
  - ☐ Record the sources
  - ☐ Use quotation marks for authors' exact words, even in paraphrases and summaries
  - ☐ Paraphrase and summarize thoroughly at the time of note-taking
- ☐ Save your documents

Activity 3: Electronic Mail

Task: E-mail Sources

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Find one or two e-mail sources on your expository essay topic
- ☐ Write a short paragraph explaining why you chose the source(s)
- ☐ Save your document

Activity 4: Graphic Organizer

Task: Graphic Organizer

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Choose a graphic organizer that is appropriate for your information and your purpose
- ☐ Create a graphic organizer that:
  - ☐ Suits the purpose of your expository essay, and check below:
    - ☐ Cause and Effect
    - ☐ Classify and Divide
    - ☐ Compare and Contrast
    - ☐ Definition
    - ☐ Process
  - ☐ Shows what you learned about a topic

    ☐ Organizes information clearly
☐ Save your document

Activity 5: Essay Outline

Task: Essay Outline

☐ Open a new word processing document and type your name, date, and a title
☐ Create an outline using your graphic organizer to plan your essay
☐ Your outline should follow an outline format with:
    ☐ Title
    ☐ Introduction
    ☐ At least three main points in a logical order
    ☐ Supporting points for the main points in a logical order
    ☐ Conclusion
☐ Make sure that labels are short, descriptive, and written in a consistent manner
☐ Check that you have not repeated ideas
☐ Save your document