**DEFINING** your topic

* Underline the key words in the task.
* What do you need to find out?
* What do you already know?
* How much time do you have?
* Brainstorm, Question, Concept Map

**LOCATING** your resources

* Where will you find the information you need?
* Which sources best meet your needs?
* Use the Library, Internet, People

**SELECTING** your information

* Does the information answer your question?
* What information can you leave out?
* How useful is the source?
* Is the information recent, relevant, accurate, and unbiased?
* How will you record your information?
* How will you record your sources?
* (Skimming, Scanning, Contents & Index pages, Note taking, Bibliographic details.)

**ORGANISING** your information

* Have you organised your notes under headings?
* Do you have enough information?
* Can you leave any information out?
* Have you answered the questions?

**PRESENTING** your information

* How will you present your information?
* What format is appropriate/required?
* Who is your audience?
* Have you written a bibliography?
* Drafting (written), Rehearsal (oral), Bibliography.

**EVALUATING** your work

* Did you answer the questions?