

PROCEDURES FOR RESEARCH

IT IS VERY IMPORTANT THAT YOU ARE CLEAR IN WHAT YOU HAVE TO DO.

- ❖ *Read specifically* what the task requires. Make sure you do not just see a topic and write all about it.
- ❖ Make a note of the *date* it is due in your homework book.

- ❖ Find out if there is a *marking scale*, so that you spend the right amount of time on each part.
- ❖ Check whether any parts of it will be marked before the final date.
- ❖ Make a note as to how it is to be *presented*. eg, poster, brochure, hand written, in your book, or orally.

- ❖ Think about what type of *resources* it would be best to use.
- ❖ *Locate* the resources.
- ❖ As you use each resource add to your *bibliography*.
- ❖ Make notes from the resource.

- ❖ *Select* the relevant information.
- ❖ Plan how you will present the information.

- ❖ *Present* the information by the due date.