



PRE-SEARCH

- Brainstorming
- Identifying a problem
- Asking a Questioning
- Chosing a topic
- Creating a keyword list
- Reading for background information
- Exploring related topics
- Evaluating your topic
- Establishing a focus
- Understanding the assignment
- Jotting down due dates

•Evaluating:

- Do I have searchable keywords?
- Have I found related terms?
- Is my topic doable?
- Is the topic to broad or to narrow?
- Is there information on your topic?
- Do I understand the assignment?
- Have I recorded the due dates?



SEARCH& CITE

- Locating sources
- Exploring information
- Gathering information
- Reading for understanding
- Asking more questions
- Taking Notes
- Citing Sources (sourcing)

•Evaluating:

- Do I know how to locate information?
- Is the information relevant to my topic?
- Have I evaluated the quality of my sources?
- Have I followed the required format for citing my sources?



CREATE & PRESENT

- Organizing information
- Outlining
- Analyzing information
- Synthesizing
- Writing/Recording
- Thinking/Considering
- Revising/Editing
- Re-writing
- Re-organizing
- Submitting/Posting/Sharing

•Evaluating:

- Have I selected an appropriate presentation format/tool?
- Have I developed my topic well?
- Have I used in-text documentation?
- Have I cited all the sources that I used?



REFLECT & EVALUATE

- Asking
- Judging
- Reviewing
- Identifying (problems/successes)
- Getting feedback
- Reflecting on the project/process
- Revising search strategy for future assignments

•Evaluating:

- Did I present the information clearly?
- Did I meet the assignment requirements?
- Did I demonstrate effective research in my final presentation?