

T B NAIL

To help me find information to write research papers and essays.

Topic.

- Clearly identify the topic that you are to write about.
- If you are choosing a topic, make sure that it is broad so that there is a lot of information available on it.
- If you are given a topic, make sure that you understand it fully. If necessary, ask your teacher to explain it.

Brainstorm.

- Brainstorm what you already know about this topic.
- When you brainstorm, think about these sources of information:
 - Class discussions
 - Readings
 - Media (movies, television, radio)
 - Research

Narrow your search.

- Analyze the information you brainstormed to narrow your search.
- Identify specific sub-topics that you need to research from other sources.

Ask yourself where to get the information.

- Think of the types of sources you need to investigate to get the information.
 - Internet search engines
 - Library books
 - References (e.g., encyclopedias, public documents)
 - Interviews
 - Media (e.g., movies, radio, television)

Investigate sources of information.

- Gather information from these sources.

- Take notes and record references for use in a bibliography.

Look over the information.

- Review all the information you have gathered to make sure that you have enough information on all sub-topics so that you can fully discuss the overall topic in your paper.
- If you need additional information, then return to your sources and gather more.
- If you have information that does not seem to be important, then keep it until you write your paper before discarding it.