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.