

Due Date: _____

Research Checklist

TOPIC: _____

: Getting Organized :

- ____ Find your group members
- ____ Set up a way for all group members to communicate
- ____ Identify all important elements of topic
- ____ Set a timetable to stay on track

: DUE DATE :

: Choosing a topic based on your site visit :

- ____ Find an appropriate topic
- ____ Pre-research the topic
- ____ Modify the topic if necessary
- ____ Make a tentative outline

: Thesis :

- ____ Turn your topic into a guiding question that you want to answer
- ____ Write a thesis statement that answers that guiding question

: Starting Research :

- ____ Gather your sources
- ____ Start/Maintain a source list (Bibliography)
- ____ Take notes (Examples, quotations, facts)
- ____ Write a more formal outline

: Start Creating Presentation :

- ____ Collect data/pictures/facts
- ____ Start putting slides together
- ____ Compile all of your slides and organize them

: Revise, Edit and Proofread :

- ____ Make sure all slides look like a coherent presentation
- ____ Revise, edit language on slides (spelling, grammar, etc)
- ____ Evaluate for plagiarism
- ____ Make sure all sources are listed properly

: Practice :

- ____ Have each group member practice their part of the presentation
- ____ Practice the entire presentation as whole, start to finish
