

Six Steps to Success

You have been handed an assignment and there is so much information out there, you don't know where to begin. You might even think it is an impossible challenge! Here is a little secret: It only takes six steps!

1



DEFINE THE PROBLEM

Before jumping in, take some time to understand what is needed.

- What is the topic?
- What do I want to focus on?
- What do I need to find out? (list key words, phrases, related ideas, and questions to be answered)

2



LIST ALL POSSIBLE SOURCES

Think about the type of information you need to gather (e.g. news reports, pictures, statistics) and make a list of all the possible sources, such as:

- Books & Journals
- Magazines & Newspapers
- Electronic Databases
- Experts

3



LOCATE YOUR SOURCES

Pick out the relevant sources on your list that you are able to obtain or have access to.

- Where do I go to find it and who can assist me?
- Can I find the information I want within the source? (compare against your listed key words to determine this)

4

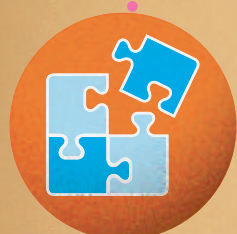


USE THE SOURCES AND EXTRACT INFORMATION

Take down all the information you need, including information for citation purposes.

- Is the information relevant?
- Does it answer my question?
- Does it give me new ideas or lead me to other sources?
- Can I understand the information?
- Is the source and information reliable, accurate, and up-to-date?

5

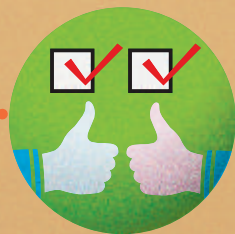


ORGANISE AND PRESENT YOUR INFORMATION

With all the information in your hands, it is time to put everything together.

- Did I answer all the questions adequately?
- Do I have enough information from multiple sources?
- Did I present a fair and balanced argument?

6



EVALUATE

Now you are almost at the finish line! It is good practice to double-check your work.

- Have I completed all parts of the assignment?
- Is it presented in a logical and proper order?
- Is my argument supported with facts and cited properly?