

## Module: Collect: Transcript

### ***Collect > Introduction***

In this module you will learn how to collect information you need for your research using a method called Literature Review.

We will also cover a simple technique to take notes when you do your literature review.

### ***Collect > Literature Review***

Literature review has nothing to do with Shakespeare.

Its purpose is to study what other researchers have already done on a particular subject or topic.

A literature review can be done on all types of published information as shown.

Why do a literature review? Click the NEXT button to find out.

### ***Collect > Why Review Literature?***

A literature review has many benefits. Here are five important ones. Take a moment to uncover them all.

After doing a good literature review, you will most likely gain greater confidence in tackling your research topic or question.

### ***Collect > The Process***

A literature review can be done in 3 steps.

1. Identify sources
2. Evaluate the sources
3. Read critically

Let's consider each step in detail.

### ***Collect > Step1: Identify Sources***

The first step in conducting a literature review is to identify the sources of information you want to go through.

There are many sources of information, each with its set of strengths and weaknesses. The sources you select will depend on their relevance to your area of research, their availability and the relative ease with which they can be obtained.

It is important to note that the Internet should not be the only source you refer to simply because it is easy to access and use. A visit to your school or public library can give you a wide range of authoritative information sources.

#### ***Collect > Which source would you refer to first? - Question 1***

#### ***Collect > Which source would you refer to first? - Question 2***

#### ***Collect > Which source would you refer to first? - Question 3***

### ***Collect > Step 2: Evaluate Sources***

When using the sources you've found, it is important that you check each one to see the date when it was published, who the author is and whether the information is accurate.

Use the following checklist to evaluate your sources.

A good source should satisfy all 6 criteria, where applicable. However, for certain types of sources, some of the criteria are more important than others.

For example, for statistical data, currency and authority and reliability are more important than the other criteria because you would want to have the latest statistics that are accurate and collated by an authoritative body.

On the other hand, when you are looking at historical information, currency may not be that important but authority, objectivity and coverage are essential.

### ***Collect > Test Your Knowledge***

### ***Collect > Step 3: Read Critically***

After you've evaluated your sources it is time to go through the contents with a critical eye.

And how can you do this? Use the following questions to help you digest and pick out useful information. Answering the questions will identify key points and ideas from each of the sources.

### ***Collect > An Example of Reading Critically***

Given here is an extract from a journal article on “Indonesia’s fires and haze.” The article reports on the impact of the haze on tourist arrivals in Singapore.

When you read critically, you should try to identify the key points and spot ambiguities or gaps in the argument as shown.

By reading critically, you will get a lot more out of the materials. At the same time, your knowledge of how to carry out good research will be enhanced as well.

### ***Collect > Reading Critically: Taking Notes... 1/3***

As you are reading, you should make notes of useful points that are relevant for your research topic.

There are 3-reasons why you should not avoid this step.

1. It makes it easier to go back and refer to your sources
2. It allows you to easily gauge how much relevant information you have gathered
3. It helps you to quickly create the bibliography

So what resources or tools are there to help with the note taking?

Given here is a template that you can use to record your sources and take notes on what you find.

Once you have recorded all sources, you can use the Find or Sort feature in Excel to quickly search or scan through your resources.

### ***Collect > Reading Critically: Referencing Diligently... 2/3***

When taking notes, it is important to also cite your sources: the author, title and publication details. In this way, you can easily check the sources again when required.

In addition, you will need to cite them when you write your research report.

Here are some details you should capture.

### ***Collect > Reading Critically: Referencing Diligently... 3/3***

You will most likely be asked to cite sources in a particular citation style, for example, The American Psychological Association or APA style or the Modern Language Association or MLA style.

Given here are examples of how to cite some commonly used sources, such as books, journals and webpages, using the APA style.

### ***Collect > Resources***

Here are some resources that you can use to help you in the collect phase.

### ***Collect > Summary***

We've reached the end of the Collect module. Remember, it is not the number or quantity of sources you collect that matters, it is the quality of the insights and ideas that you get from these sources that will make the real difference to your report.

It does take time and effort to complete the literature review. If done well, the literature review will make it easy for you to analyse and write your final report. So don't rush this activity.