

Be Search Smart!

IMPROVE YOUR EFFICIENCY
WITH THIS SIMPLE RESEARCH GUIDE!



Plan

Before starting on your research, make sure you understand the subject. Take for example, a school project about the inventor of the first video game. Start by planning out what you need to find out. List down key words and phrases that can help in narrowing down what you need to ease the entire process.

- Define subject
- Brainstorm
- What do you know?
- What do you not know?
- Similar ideas
- Key words & phrases



Search for Information

Don't just limit yourself to going online for research. Go through library books and encyclopaedias that could have more detailed information which could be beneficial for your final report.

- Library Catalogue
- Reference Books (e.g. encyclopaedias, dictionaries)
- Journals and Magazines
- Library Databases



Evaluate and Select the Information

You're almost there! With all the notes and information you have, put them all on the table and read through again and again. Are these sources credible enough to help define a conclusion? Are these sources related to the subject you are researching? Check and double check!

- Is the information source reliable?
- Is the information correct?
- Is the information up-to-date?
- Any bias?



Take Notes

Make sure to not just read up on what you need but also take down important notes along the way. Photocopy pages or write down what is important that can help in your understanding and reports.

- Photocopies
- Note cards
- Fact finders
- Data sheets



Arrange and Use the Information

- Summarise information
- Organise and present the information using your own words
- Solve the problem/Answer the question