

How To Research and Write a Paper

- 1) choosing good resources
 - i) Search
 - (a) Books
 - (b) Periodicals
 - (c) A/V
 - (d) Online/Electronic
 - ii) search- TOQ/abstract- survey
 - iii) Weed out
 - iv) Skim
 - v) Weed out
- 2) research/read
 - i) skim and read at different speeds
 - ii) take appropriate notes
- 3) reference cards
 - i) Note facts and quotes
 - ii) with reference
- 4) Brainstorm outline
 - i) from brain/understanding
 - ii) review note cards if necessary
- 5) Shuffle cards
 - i) Write/revise outline
- 6) Write paper
 - i) starting anywhere you are inspired
 - ii) write from fact to fact
 - iii) fill in and revise
 - iv) add intro, theme sentence and conclusion
- 7) Proofread and revise