**INFO SHEET #4: Researching a Topic**

**MELC**

Research a topic with support using two or three sources provided, e.g. newspapers, website, video, images, podcast, print-based materials

**Objectives**

After the end of the lessons, the learners are expected to be able to:

1. distinguish different sources of information that may be used in researching a topic;

2. classify sources of information whether primary, secondary and tertiary; and

3. research a topic using two or three sources.

**Key Information**

**How to Research a Topic**

With so much information potentially available at your fingertips, having a research assignment can be daunting. However, if you approach your research methodically, you'll be able to answer any research question in a thoughtful and comprehensive way. Develop a research question that is narrow

enough to be addressed within the scope of your paper, then use keywords to find sources that have the

information you need.

**What steps to follow in researching a topic?**

There are three basic steps to follow when researching a topic for a class or paper. Follow them,

and remember:

**Before you begin your research:**

• Make sure you understand your assignment instructions. Ask questions if something is unclear.

• Select a topic that interests you, is unique, or current. Be original.

• Plan out your project, break large assignments into smaller tasks, and do a little each day or week

so that you aren't rushed toward the end.

• Reach out to your teacher for help with topic selection.

**During your research:**

• Select resources that are credible and related to or that support your topic.

• If you are having difficulty finding sources using topical keywords: search for terms that are related

to or appear frequently in relation to your topic.

• Keep notes about each resource that you discover. Your notes should include information about

the source, why it relates to your topic, and how it fits into your research plan.

• DON'T copy notes word for word. Create your own ideas using the information you've discovered.

**After you finish your research**:

• Write an outline that fuses your ideas with your research.

• Utilize in-text citations to give credit to authors' ideas and words.

**SOURCES OF INFORMATION WHEN RESEARCHING A TOPIC**

1. Primary Sources- Primary sources of information include first-hand accounts, raw data, and other

original materials on which other researches are based such as original research, interviews, and

surveys.

2. Secondary Sources- Sources of information are classified as secondary sources when they describe, interpret or analyze primary sources. Examples are textbooks, magazines, etc.

3. Tertiary Sources- Sources of information are considered tertiary sources when they are used to organize and locate primary and secondary sources. This includes encyclopedia, almanac,

abstracts, etc.

Source:

Basic Steps in the Research Process (n.d.). nhcc.edu. Retrieved December4, 2020 from https://www.nhcc.edu/studentresources/library/doinglibraryresearch/basic-steps-in-the-research-process.

**Proposed Performance Tasks**

**Writing Activity:**

* Compose an essay about a topic (to be assigned by the teacher) citing support taken from two or more sources e.g. newspapers, website, video, images, podcast, print based material. Your work will be graded based on the attached rubric:

