

Research Organizing Your Notes

Now you have all of your information collected. You are becoming an expert on your topic. That means you have something to share.

Next week, you will be educating the class about your topic. You need to organize your notes and then write an outline for that presentation. In the next packet, you will hand in both your organized notecards and your outline.

Here is a template you might want to use for organizing your notes. You may organize them a different way if you'd like – but if you do, please check in with Ms. Brody or Ms. Theep (block F). If you have notes that do not fit anywhere on this template, you will need to decide whether to add another category/question to the outline or to discard that information.

Template for Notes Organization/Outline

- I. What is the most important thing that people need to know about your topic?
- II. What background information do they need in order to understand your topic?
- III. What specific information (data, statistics, facts) do you have that can
 - a) help people understand the situation and
 - b) convince them that this matters?
- III. What was the most unexpected thing that you learned in your research?
- IV. What do you think needs to be done?
 - a) What do others (policy makers, professionals, politicians....) need to do?
 - b) What can your listeners (classmates) do?

Note: You may not end up including all of this information in your actual presentation, as non-honors presentations will only be about 5 minutes long.

Research Sharing with Class

You will have about 5 minutes to share your knowledge with the class. That means you can't use everything on your outline! Now that you have organized your notes, you need to pare them down to the most crucial information. Be sure to have something to say for each of the outline questions. Then prepare by practicing and timing yourself.

Be prepared to take questions afterwards.

Honors / Extra Credit

If you are taking this course for honors, you will prepare a more extensive (15 – 20 minutes) presentation. You may use visual aids of any sort. Be sure to cover all of the outline questions. In addition, you must

- provide resources for further information (you can do this on a printed hand-out)
- identify the sources of any information you use in your presentation
 - If you cite data when you speak, be sure to say where you got it
 - Make sure any visuals – power point slides, signs, print-outs, etc – include source citations for any information on them
- provide a printed bibliography of all sources used

Be prepared to take questions afterwards.