

GATHERING INFORMATION

Gather note cards.	
Gather paper and pens.	
Gather research materials on your topic: <ul style="list-style-type: none">• Books• Encyclopedias• Fact books• Atlases• Periodicals• The Internet	
Preview your material. Can you write easily about your topic?	
Yes=it is time to write.	
No=you need to do more research.	

THESIS STATEMENT

<p>A thesis statement is a statement that gives you direction in your research.</p>	
<p>The thesis statement needs to clearly state what information you want to address, and prevents you from becoming diverted.</p>	
<p>It is recommended that you print out a copy of your thesis statement and keep it in your folder.</p>	
<p>Always remember what your are looking to prove or disprove.</p>	

NOTE-TAKING

Use note cards to record useful information.	
Keep notes from different sources on different note cards.	
Clearly label notes taken from the same source. <ul style="list-style-type: none">• You can number each source and write the number on the top of the note card.•	
When taking notes, summarize the facts you've learned in a few short sentences.	
Paraphrase the information you've read. Do not copy the information directly.	
Quote material directly only if what it says is important and well said. <ul style="list-style-type: none">• Be sure to put quotation marks around the quote.•	

THE FIRST DRAFT

<p>Get all your information together and organize it properly. You need your note cards, outline and a good dictionary.</p>	
<p>Separate your note cards into piles by sub-topic. Use your outline as a guide.</p>	
<p>Type and SAVE your History Project on a computer.</p> <ul style="list-style-type: none">• You may use the computers at school or at the public library, as well as your home computer.•	
<p>Before beginning to write your paper, it may be very helpful to discuss your ideas with a friend, teacher or parent.</p>	
<p>The first draft should be just that: A document that will need some revision.</p>	

THE TITLE

You can write the title at any state of your research.	
The title should give the reader an idea of the scope of your paper.	
Your research project should include a title page. Please follow this example:	

Title of Paper!!!

(Left justify this information)

Your name

Date

BEGINNING (INTRODUCTION)

<p>Introduce your subject in a broad general statement. Get the readers attention!</p>	
<p>Preview your paper by presenting your major points in the order in which they will appear in the body of our paper.</p>	
<p>The last sentence of your introduction should be your thesis statement. This will lead the reader into the body of your paper.</p>	
<p>Your introductory paragraph goes from a general statement to a specific one.</p>	

MIDDLE (BODY)

Consider each paragraph in the body of your paper to be a link in a chain.	
Each paragraph should develop a point or argument in support of your thesis statement.	
Build up to the strongest point just before your conclusion.	
Use transitional words within paragraphs and to connect paragraphs.	
Transitional words will help unify your paper and make it flow.	

END (CONCLUSION)

<p>Begin your conclusion by rephrasing your thesis statement. Try starting with a transition word, such as, in short.</p>	
<p>Then rephrase and interpret your main points or arguments to tie your conclusion in with the body of your paper.</p>	
<p>End your paper with a broad general statement about your subject. Do not introduce any new material in your conclusion!</p>	
<p>You can think of your conclusion as the reverse of your introductory paragraph because it goes from specific to general.</p>	
<p>End with a BANG!</p>	

EDITING CHECK LIST

Grammar and Spelling

YES / NO

Did you use proper spelling, grammar and punctuation?

Did you use Standard Written English?

Paragraphs and Sentences

Did you write an outline in proper form that highlights your major supporting arguments?

Did you write an introduction that will capture and hold the attention of your readers?

Does each paragraph have at least 5 sentences?

Did you write a conclusion that summarizes your main point without directly restating it?

Did you avoid introducing new ideas in your conclusion?

Focus

Does your title accurately reflect the content of your essay?

Did you focus on your topic?

Did you answer all your questions?

Vocabulary

Did you use precise vocabulary?

Did you express your thoughts clearly?

If you have copied a thought directly from a book, did you put it in quotation marks to avoid plagiarism?

Organization

Is your paper carefully typed on white 8 1/2 x 11 paper?

Did you use size 12 font and 1 inch margins?

Did you double-space your entire paper?

Is your paper securely fastened, with a title page and bibliography attached?

Did you turn in your note cards in an organized manner (using a rubber band or sealed baggy)?