



Pupil Notes: Researching

- ⚙️ Talk about what you already know about the class topic. As a class, make a list of questions that will help you to find out more about the topic.
- ⚙️ Highlight the key words in your list of questions.
- ⚙️ Your teacher will show you how to find a search engine. Use the search engine to enter the key words. Together, talk about the search results.
- ⚙️ Think about similar words, and whether you could use these to get better results.
- ⚙️ Experiment by narrowing your search to look at just images, maps or news.
- ⚙️ Your teacher will tell you which website(s) to visit, based on your search results.
- ⚙️ Keep a copy of the URL(s) you visit in favourites, bookmarks or a saved document.
- ⚙️ Find information that helps to answer the questions that your class asked. This information might include maps, images or text.
- ⚙️ Use the copy and paste commands to place the content from the website into a word processing document and/or the save as command to download any images to your folder.
- ⚙️ With help from your teacher, open a word processing document and rewrite the most useful information that you found in your own words. Choose any images or maps that you want to include. Think about whether you need to resize or crop these. If you need to do this, your teacher will help.
- ⚙️ Save your project, using a filename that will help you and others know what it is.
- ⚙️ Ask a classmate to look at your final research. Talk about what works well and what you could improve.



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- ⚙️ Think about the topic you are learning about. Use the questions your teacher has provided to help you to think of some more good questions. These might start with What, Where, Who, When, Why and How.
- ⚙️ Highlight the key words in your questions to identify search terms.
- ⚙️ Enter some of your search terms into a search engine to find websites that may be useful.
- ⚙️ Look at the content of some websites. Save a copy of the useful URLs that you visited in favourites, bookmarks or in a saved document.
- ⚙️ From a range of websites, find examples of content (pictures, graphs or text) that you want to use in your project. Take into account your research questions when selecting content.
- ⚙️ Use the copy and paste commands to place the content into a word document and/or the save as command to download any content for your project to an appropriate folder. Use a filename for each asset that lets you know what it is.
- ⚙️ Open a word processing document and rewrite the most useful information you found in your own words. Choose any images, tables or maps that you want to include. Think about whether you need to resize or crop these.
- ⚙️ Save your project, using a filename that will help you and others to know what it is.
- ⚙️ Ask a classmate to look at your final research. Talk about what works well and what you could improve.



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- ⚙️ Consider the research task your teacher has given you. Make a list of suitable research questions based on the task, bearing in mind audience and purpose. These questions might start with What, Where, Who, When, Why and How. Make a note of these questions in your project diary.
- ⚙️ Highlight the keywords from your questions. Use what you know about synonyms and search operators to plan your online research. Make a note of this plan in your project diary.
- ⚙️ Use your plan to carry out your search and refine your results in one or more search engines.
- ⚙️ Look at the content of the websites you found. Save a copy of the useful URLs you visit in favourites, bookmarks or a saved document. In your project diary, make a note about why each website is a good choice.
- ⚙️ Using the range of websites selected, find content that helps you to answer your research questions. When choosing your content, think about how useful it will be for the audience and purpose.
- ⚙️ Save any information and/or assets using relevant filenames. Structure your folders so that the information is easy to retrieve.
- ⚙️ Use a word processing document to create your research report. Use your original research questions to help structure it. Rewrite the information you have found in your own words and acknowledge any assets that you used in your report.
- ⚙️ Review your research report with a classmate. Check that everything is how you had intended and that it answers your original research questions. Make any changes that will improve the report.
- ⚙️ Save your research report using a relevant filename.
- ⚙️ Once you have published your report, go to your project diary and make a note of at least two search features that made your online research effective.
- ⚙️ Consider how you would use search operators differently, if you were carrying out online research again. Make a note of this in your project diary.



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-  Consider the task that your teacher has given you. Devise a list of questions to answer with your research, justifying these in relation to audience and purpose. Make a note of these questions and justifications in your project diary.
-  During the researching process, refer back to your notes to ensure that you are answering the questions you set.
-  Highlight the keywords from your questions and use what you know about synonyms and search operators to plan your online research. Make a note of this plan in your project diary.
-  Use your plan to carry out your search and refine your search results in more than one search engine.
-  Look at the content of the websites that you found. Select the best websites from your results and save a copy of their URLs in your favourites, bookmarks or a saved document. In your project diary, justify why you chose each website. Consider how appropriate their content is for your task and whether the information they provide is authentic or reliable.
-  Use your chosen websites to select and download the assets or information you will use in your research. Keep the collection of files tidy by giving your folders an organised structure and your files relevant filenames.
-  Use a word processing document to create your research report. Use your original research questions to help structure this report. Rewrite the information you have found in your own words and reference any assets used in your report.
-  Remember to check the information on more than one website to verify its accuracy (cross-referencing). At all times think about how useful the information is for its purpose and intended audience.
-  At the end of your report, include your record of website references, giving the title, URL and the date of retrieval for each site.
-  Review your research report with a classmate. Highlight questions that you did not answer fully in your project diary. Research further and repeat this process until your finished report is as close to your original intention as possible.
-  Save your research report using a relevant filename.
-  Once you have published your report, go to your project diary and record any search techniques you would use again when researching projects. If you did not fully answer any questions, justify your reasons for this.