**Delete the incorrect words where applicable, or fill in the missing words below.**

**Start your investigation**

You receive an assignment – a PAT or research task you have to do for one of your other subjects. Where will you find the information?

*Determine which information you need to complete your assignment.*

Read the assignment very carefully / quickly. Investigate what you have been given. What do you know already? Which information do you need? As you read you will think of questions – sometimes these questions are about the topic of the assignment or words in the instructions that you do not understand. Write down all your \_\_\_\_\_\_. If your questions are about words or concepts that you do not understand you must look them up before you continue. This is necessary as you must understand exactly what your task is about.

Read up about the subject of your task. This helps you to get a wider understanding of what your task is bout. As you read, more and more question will surface, write them down.

Read through your questions and decide what \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have already and what \_\_\_\_\_\_\_\_\_ you still need. Delete any unnecessary questions.

*Finding and saving information*

You can look for facts and information concerning a wider audience on the internet or in books, but for information about people’s opinions, their habits or circumstances you must do a \_\_\_\_\_\_\_\_. You can use \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ to gather this information.

As you gain information more questions may come up. Write them down. Read the instructions for your assignment again, and also go through the questions you asked. If some of these questions no longer serve a purpose, delete them.

Alphabetically sort / Group your questions, so that you can put the questions that deal with the same topic together.

Scan through the sources you have already found. You will see that not all the information is relevant. Delete the information that will not help you to answer your questions. Save the data you are going to use.

The process of going through the information you have found, and deleting that which does not answer your questions, is known as sifting / targets.

Remember that you can always add more questions and delete the questions that are no longer suitable.

Think carefully about your questions – remember the quality of your questions determines the quality of your research.