

Stage 4: How do I gather information?

Video Transcript

You can gather and record information from people, places, books and online.

Visiting places outside school is fun. A visit needs to be organised. You might need to contact the place you are visiting, and transport might have to be arranged. Be prepared. Take notepads and pencils, and devices for recording and photographing. Gather as much information as possible by writing it down, filming it or recording it in some way.

Invite an expert to school to speak to you. Give them a call, or send them an email, or perhaps a letter. Prepare a list of relevant questions so you can interview them. Make sure you listen to the answers and write down as much as you can. Use a device for recording, too.

Now let's take a look at books.

Use your library catalogue to find the books you need. If you don't know how the catalogue works, ask the librarian.

When you find a book, use the contents page and index to help you. The contents page is at the start of the book, and tells you what chapters are in it. Read the chapters that are relevant to your project.

The index is usually at the back of the book. It lists important keywords in alphabetical order. Look through the index for relevant keywords. When you find a keyword, you will see a page number, or numbers, next to it. Turn to that page and scan it, looking for your keyword and the important information that goes with it.

You will probably also need to search the internet. To find useful web pages, you need to type relevant keywords into your browser.

Make sure you use more than one webpage, and try to find trustworthy websites. Ask the advice of your teacher or librarian.