

Assignment Organiser

The purpose of this document is to help you plan and execute your tasks. By keeping track of your progress and what needs to be done you can break the task into manageable chunks and won't forget anything.

1. Define your task

2. What information do you need to find? You may set yourself questions. Consider if you have gaps in your background knowledge.

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3. Possible sources of information

- Internet Encyclopaedias
- Databases
- General Search – Key Terms _____

- Books (don't forget texts)
- Teachers or others with specialist knowledge
- Other _____

4. Locating and selecting information

Remember to collect referencing details as you find information. Record them on the school bibliography form or use the referencing generator.

It can be helpful to keep track of sources in case you need to find them again, as well as making a note of why they were helpful. For example, an assignment on why Australia fought in World War One could include:

1. *Wikiforstudents.com* – great on general causes of war but nothing on Australia. Good simple language, good background info.
2. *When war came to Australia by S. Long* – on topic but very detailed. Good to fill in gaps.
3. *Australianhistoryforstudents.edu.au* – covers topic well, easy to read, well set out.

1. _____

2. _____

3. _____

4. _____

5. _____

5. Organising Information

Check notes are complete to fulfil task

Check requirements for presentation

Multimedia requirements

6. Bring it all together....work to present your final copy rather than waiting till the night before!

7. Assess Outcomes

My successes

Where I could have done better

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