

HOW TO PLAN AND RESEARCH AN INVESTIGATION



PLANNING AN INVESTIGATION

A good investigation cannot be put together at the last minute, it should be organised in such a way that every stage is planned and completed within a time limit. By planning your investigation this way you will find the actual task easy to understand and to complete.

RESEARCH

To find out the best information about your subject you must carry out background reading and research.

In your investigation you should include quotations that support what you are saying about your subject.

At the end of your investigation you should include a bibliography, for tips on how to structure a bibliography please see the appropriate sheet.

Information does not come only in book form; sources can be varied, for example:

- *CDROM
- *NEWSPAPER ARTICLES
- *VIDEOS
- *INTERNET
- *MAGAZINES
- *PEOPLE

Try to use a variety of resources, as one source alone may not give you all the information that you require. Remember that your investigation should be written in your words and not copied straight from a book or copied from a website.

STRUCTURE OF YOUR INVESTIGATION

It is a good idea to organise your investigation into different sections, this will give your investigation a good structure that is easy to follow.

- *Contents
- *Introduction
- *Findings
- *Conclusion
- *Bibliography

PRESENTATION

The presentation of your investigation is extremely important. It is better to read work that is neat and well presented rather than the best investigation that looks tatty. The information in your investigation should be presented clearly so it is always a good idea to type up your work on the computer. Remember to number your pages so that your contents page makes sense to the reader.