

Gathering Information

HOMework Section 5



Homework Assignments for Weeks 9 & 10

TEXTBOOK: Read Chapters 7, 8, 9 & 10. It is recommended that students take notes to study for quiz #6.

STEP ONE – QUESTION ANALYSIS

- Pick a topic and post to the Discussion Board.
- Narrow and define your focus: Pick five to seven questions concerning your topic that you want to answer with your research. (Remember the questions that you ask are the questions that I'll expect you to answer when writing your formal report.)
- LCSH: Use the Library of Congress Subject Heading to define the Broad, Narrow, Related and other terms used for researching your topic.
- Synonyms: Use the Thesaurus to discover other search terms you can use when researching your topic.

STEP TWO – INFORMAL INTERVIEW

- Interview three people around you; ask them their opinion about some of the questions you have posed; gather public opinion; brainstorm. Identify the people you are interviewing by name, title, age, and gender. **NOTE:** Anyone is qualified to give an opinion in an informal interview. You can use “convenience interviews” for this step, but not for the expert interview step.

STEP THREE – LIBRARY ONE-STEP SOURCES

Use the following library reference books and document what they have to say about your topic:

- Dictionary
- Encyclopedia
- World Almanac

NEW STEP – CREATE A SURVEY

Read the lecture notes on “How to Create a Survey.” Print out a copy of the Sample Survey (blank). Use this as a model as you create your own survey. Take into consideration the rules you learned in the “How to Conduct a Survey” lecture. Students need to target a minimum of 50 people as their sample size. Completed surveys are due back by Week 7, so you can have time to analyze them.