



My Topic: _____

Name: _____

Class: _____

Stage One: Planning & Research

What do we need to know?

Topic:

Key Areas Within Topic:

- 1)
- 2)
- 3)

What do people need to know about these topic areas? Summarise:

How will you make this information interesting? Research key facts and think about the rhetoric you'll use to present it.

Anything else?

Checklist:

- Key areas identified.
- Skimmed and scanned at least three reliable sources.
- Slashed and trashed the irrelevant parts.
- Gathered all the remaining information in one place - handwritten notes or a document.
- Decided what order the information should be presented in - how will you begin, develop and end your topic?
- Decided on key persuasive or informative techniques on how to make this information interesting to an audience.
- Revised, edited and added to your information with any bits you've noticed are missing during your checklist!