Ancient Wales – Mini-Research Project Checklist

Research

☐ Decide what format or formats your notes will take
☐ Create a place/page/system to keep track of your sources
☐ Overview of Ancient Wales – where is it, when was it, what was it?
☐ Overview of your topic – general information (Big Idea)
☐ On-line resources
☐ Book resources
☐ Video resources
☐ Expert resources (optional)
☐ Important Details – what are the essential details that will help guide a clear understanding of your topic
☐ Choose which Depth and Complexity icons you will focus on – which make the most sense, given your topic? Which will help produce the most helpful information?
☐ Dive back into research, focusing on Depth and Complexity
☐ Reread notes, looking to categorize information – color or containers can help here
☐ Reread notes, looking to find connections between information – drawing lines can help here
☐ Reread notes, looking to identify the essential information – a highlighter can help here
☐ Are your notes organized?
☐ Are your notes easy to read?
☐ Have you kept track of your sources?

Preparing for Presentation

☐ Reread your notes
☐ Decide what format makes the most sense, given your topic and your findings
☐ Create your presentation, focusing on clarity of communication – what can you do to help us easily digest your information?

- ☐ Write a draft of the script you will use – focus on clarity and depth and complexity
- ☐ Read draft aloud and listen for errors and areas that can be strengthened
- ☐ Reread your notes – is there anything essential that you have forgotten?
- ☐ Write final draft of script
- ☐ If you have created something visual, continue to look at it with fresh eyes, making adjustments that aid in clarity and depth and complexity
- ☐ Practice delivering presentation
  Check for:
  - volume
  - eye contact
  - clarity
  - confidence
- ☐ Practice delivering presentation
- ☐ Make last minute adjustments to your script
- ☐ If you are working with something visual, take your Final Artist Moment
- ☐ Practice delivering presentation
- ☐ Make sure that you have all the materials you need for your presentation in one place – if you have a lot of materials, create a checklist to use the morning of your presentation

After Presentation

- ☐ Create cover page for your submission
- ☐ Proofread any written work for:
  - punctuation
  - sentence structure
  - spelling
  - clarity
  - neatness in presentation
- ☐ Make sure your name and title are on your cover page
- ☐ Proofread one more time, or ask someone else to do it for you
- ☐ Hand in to Mr. Gaitens
- ☐ Do something nice for yourself