# Task Analysis for Writing a Simple Research Paper

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Skills Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Choose a topic</td>
<td>• Idea generation</td>
</tr>
<tr>
<td>• Research that topic</td>
<td>• Ability to use multi-media sources for research</td>
</tr>
<tr>
<td>• Write down important and interesting information on note cards</td>
<td>• Ability to distinguish between relevant and irrelevant information</td>
</tr>
<tr>
<td>• Sort note cards into categories with similar types of information</td>
<td>• Ability to group information according to similarities</td>
</tr>
</tbody>
</table>
| • Make an outline including:  
  • Introduction  
  • Body – using the two or three categories of note cards that have the most and most interesting information  
  • Conclusion | • How to write an outline  
  • What an introduction should contain  
  • What a body should contain  
  • What a conclusion should contain |
| • Write a rough draft making sure you have:  
  • A complete introduction with a complete paragraph or two  
  • The body of your paper is well supported and written in complete paragraphs, with complete sentences  
  • The conclusion of your paper summarizes what you said and makes any conclusions that you wanted to make | • Basic knowledge of how to write a paper:  
  • Complete sentences  
  • Complete paragraphs  
  • Relevant paragraphs  
  • Paper components and how to write them  
    • Introduction  
    • Body  
    • Conclusion |
| • Type out your rough using spelling and grammar check to make sure your spelling and grammar is correct, and make any necessary changes | • Typing skills  
 • Knowledge of a basic Word Processing program |
| • Have a teacher or knowledgeable person proofread your paper and make any changes or give any suggestions that they might have | • Know who would be knowledgeable person to ask for assistance |
| • Rewrite you paper and make any necessary adjustments | • Know how to take criticism  
 • Know how to make corrections with the Word Processing program |
| • Look over and make sure it looks good | • Knowledge of what a paper is supposed to look like |