

Task Analysis for Writing a Simple Research Paper

<u>Strategies</u>	<u>Skills Required</u>
<ul style="list-style-type: none"> • Choose a topic 	<ul style="list-style-type: none"> • Idea generation
<ul style="list-style-type: none"> • Research that topic 	<ul style="list-style-type: none"> • Ability to use multi-media sources for research
<ul style="list-style-type: none"> • Write down important and interesting information on note cards 	<ul style="list-style-type: none"> • Ability to distinguish between relevant and irrelevant information
<ul style="list-style-type: none"> • Sort note cards into categories with similar types of information 	<ul style="list-style-type: none"> • Ability to group information according to similarities
<ul style="list-style-type: none"> • Make an outline including: <ul style="list-style-type: none"> ▪ Introduction ▪ Body – using the two or three categories of note cards that have the most and most interesting information ▪ Conclusion 	<ul style="list-style-type: none"> • How to write an outline <ul style="list-style-type: none"> ▪ What an introduction should contain ▪ What a body should contain ▪ What a conclusion should contain
<ul style="list-style-type: none"> • Write a rough draft making sure you have: <ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> • Basic knowledge of how to write a paper: <ul style="list-style-type: none"> ▪ Complete sentences ▪ Complete paragraphs ▪ Relevant paragraphs ▪ Paper components and how to write them <ul style="list-style-type: none"> • Introduction • Body • Conclusion
<ul style="list-style-type: none"> • Type out your rough using spelling and grammar check to make sure your spelling and grammar is correct, and make any necessary changes 	<ul style="list-style-type: none"> • Typing skills • Knowledge of a basic Word Processing program
<ul style="list-style-type: none"> • Have a teacher or knowledgeable person proofread your paper and make any changes or give any suggestions that they might have 	<ul style="list-style-type: none"> • Know who would be knowledgeable person to ask for assistance
<ul style="list-style-type: none"> • Rewrite you paper and make any necessary adjustments 	<ul style="list-style-type: none"> • Know how to take criticism • Know how to make corrections with the Word Processing program
<ul style="list-style-type: none"> • Look over and make sure it looks good 	<ul style="list-style-type: none"> • Knowledge of what a paper is supposed to look like