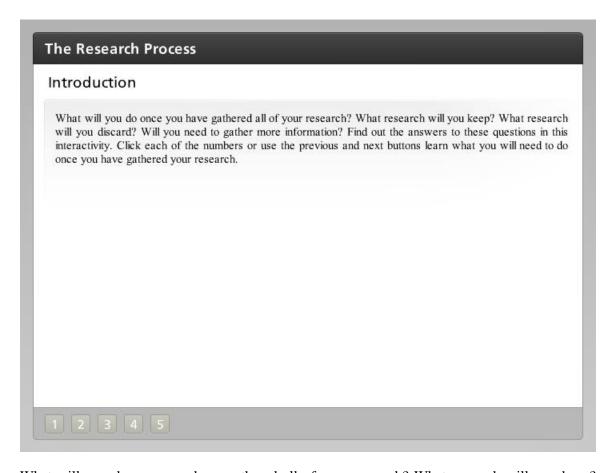
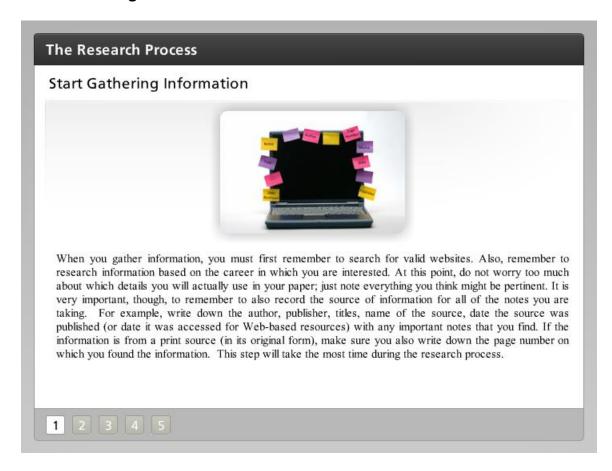
#### Introduction



What will you do once you have gathered all of your research? What research will you keep? What research will you discard? Will you need to gather more information? Find out the answers to these questions in this interactivity. Click on each of the numbers or use the previous and next buttons to learn what you will need to do once you have gathered your research.



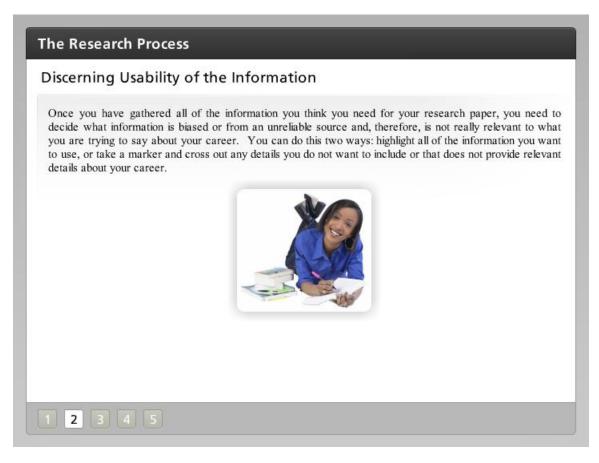
#### **Start Gathering Information**



When you gather information, you must first remember to search for valid websites. Also, remember to research information based on the career in which you are interested. At this point, do not worry too much about which details you will actually use in your paper; just note everything you think might be pertinent. It is very important, though, to remember to also record the source of information for all of the notes you are taking. For example, write down the author, publisher, titles, name of the source, date the source was published (or date it was accessed for Web-based resources) with any important notes that you find. If the information is from a print source (in its original form), make sure you also write down the page number on which you found the information. This step will take the most time during the research process.



#### **Discerning Usability of the Information**



Once you have gathered all of the information you think you need for your research paper, you need to decide what information is biased or from an unreliable source and, therefore, is not really relevant to what you are trying to say about your career. You can do this two ways: highlight all of the information you want to use, or take a marker and cross out any details you do not want to include or that does not provide relevant details about your career.



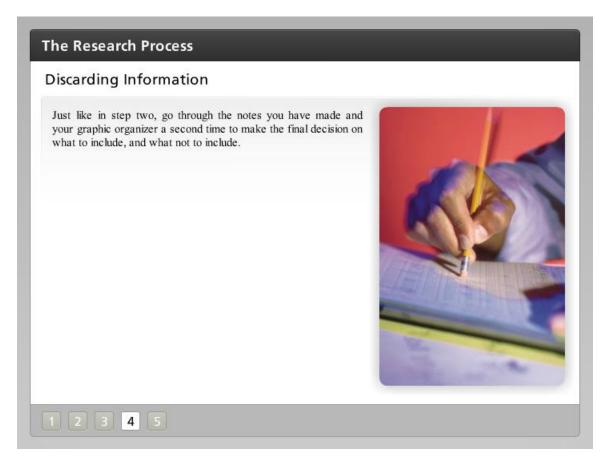
#### **Organizing your Information**



The next step is to organize your information and decide in which order you want to present your topics in your paper. There are many different ways you can organize your information, including cluster maps, formal outlines, and various diagrams. If you have never used any kind of graphic organizer before, try searching for something online that looks easy for you to use. You can use an organizer that has worked for you in the past.



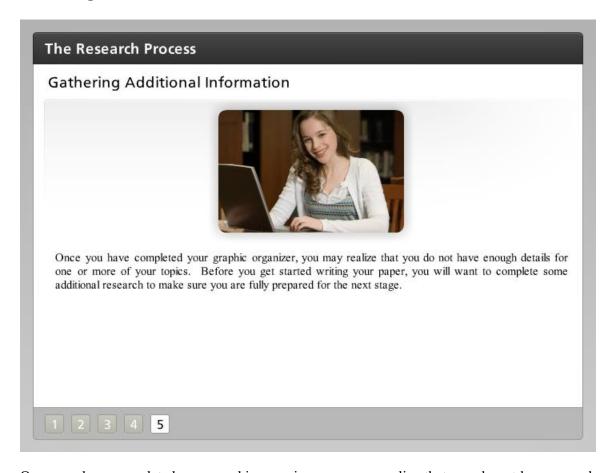
### **Discarding Information**



Just like in step two, go through the notes you have made and your graphic organizer a second time to make the final decision on what to include and what not to include.



#### **Gathering Additional Information**



Once you have completed your graphic organizer, you may realize that you do not have enough details for one or more of your topics. Before you get started writing your paper, you will want to complete some additional research to make sure you are fully prepared for the next stage.

