

Why Research Skills Are Important Skills to Develop



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Answering the Question

Research Skills

Why do we get assignments at school? The reason is that we are being taught how to solve problems and look for answers to our questions. Communication of the answers is equally as important and thus we are asked to present our findings.

Research skills are handy life skills to help us to find solutions to our problems and we will use these skills for the rest of your life and most probably in our occupation. In order to make informed decisions you will need to do your research and look at all the information to help you arrive at the best decision.

Choosing a career may be a good example of the value in doing your research well. Another example is preparing for a job interview before you attend your appointment. Each situation requires preparation and research. When you increase your knowledge you will act more confidently and have a better grasp of the situation at hand.

In order to increase your knowledge and create the best presentation of the information available, you will need to study your topic by conducting your own research.

Read the Question Carefully

Each subject has its own language and in order to gain the most marks, focus on the most important words in the statement or question. These important words are known as keywords and keywords are broken up into two main groups: process words and content words.

Keywords

Keywords are usually the noun words in the assignment question, or statement and process words are the verbs (example: “compare”) that tell you what to do.

Before you tackle your assignment, make sure to research each of these words and take notes so that you understand them fully. These words are important and you must focus on them to gain the most marks.

You cannot understand a subject if you do not understand the language of the subject. It is a good idea to create definitions and notes on the important words for each subject you are studying. Learn your definitions and keep a record of words that you discover as you study.

Each content word should be the start of your research into the topic and the way to produce meaningful research notes on specific points for the assignment.

Process Words

Process words explain what the reader should do. For example you may be asked to, “discuss”, “explain” or “compare”.

What do they mean? Record each word and it’s meaning by looking them up in the dictionary to get a clear concise explanation.

Contrast is an interesting process word. When this word pops up in your assignment you are meant to say how one thing is the SAME or DIFFERENT to the other. We are basically comparing things.

Your Preparation

If you are interested in winning the intellectual game of writing then make sure you prepare well. All games require preparation and an understanding of the rules.

Collecting Data

The first step in your research is to research your keywords. You need to understand the importance and the relevance of these words in relation to your topic. If you have not been given a question or a statement, create your own question. This makes more sense because now you have a direction for the research work you will do. You are more focused and you can direct all your efforts to answering the question.

In order to answer the question you have to look at which resources you have access to and which resources you will use to do a search. Before Google the internet was very difficult to use, but now you can search Google for any keyword or key idea. So in the case you have access to the internet, think of which keywords you should use for your topic.

What usually happens is that Google gives you a million choices and you need to look at each listing to investigate whether it is useful. Make sure to take notes about relevant information, which provides you with solutions to your question. These notes should be organized from the very start by using headings. If you don't do this you will end up with a pile of notes and find you will not know what you have found. Also write a description of the resource, giving the title, author's name and the web address of the resource, so you can create your reference section at the end of your assignment.

You are going to prepare your notes! Become an expert on the topic. Read as many on-topic resources as you can find, dealing with your topic and record your most important observations, understandings and examples. This is how you prepare to write something meaningful.

Organizing Data

Now that you have created your notes make sure to label everything and organize these notes according to your important keywords or key ideas. This way you can locate information for your essay quickly.

Presentation

Creating your presentation is the next task and the assignment should give you a clear idea of how to present your answer. Let's just assume you are writing an essay that will have three major parts: firstly the introduction and a possible thesis (what you think the answer should be), a body (containing the arguments – major essay points) and lastly the conclusion.

Your preparation is the most important step in creating the best presentation of your findings, so put a lot of effort into completing this step well.

Introductions and Conclusions

You are not going to create your introduction first. You are going to create your conclusion after you finish the body of your assignment and then you can complete your introduction. The first thing is to write about your findings, complete your conclusion and lastly, write your introduction.

References

At the end of the assignment you will need to acknowledge the resources you have used to create your presentation. You will simply list the resources you have used in alphabetical order, according to the surname of the author, or follow any particular referencing format you have been asked to use.

If you want to know more about how to research and how to write your notes and how to use your notes to create your written presentation subscribe to [Online Tutor](#) – the link is below:

<http://www.tutorhelp.com.au/onlinetrial.html>

What Else Can You Do With Research Skills?

Did you know you could use your research skills to create your work from home business? People use the internet all the time to make an income from home.

Article Writing

Writing for a living is possible and webmasters need well-written articles to put on their websites and blogs. All you need to do is put up ads or do a Google search and see who might want to buy your articles.

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