



## Research Workshop

**Topic:** \_\_\_\_\_

This easy-to-follow workshop will help you develop and structure your research project.  
Complete all steps; read all directions.



### Steps 1 & 2: Consider your audience when choosing and narrowing a topic

*What is the topic of your paper?*

\_\_\_\_\_

Is this a topic you (circle one):

already know a lot about

want to know more about

- 1) Is the purpose of this topic strictly to inform (and not to persuade) your audience?    Yes    No
- 2) Why did you pick this topic? How will you explain your personal credibility to your audience?
- 3) Why will this topic be interesting to your audience? Why should the audience care about this topic?

Your notes:



### Step 3: Brainsqueeze your topic using cluster, listing or free-write method. (Attach a separate sheet of paper).

Write down everything you know about this topic: facts, questions, ideas, images.



### Step 4: Determine your Specific Purpose statement

This is the statement that explains what you want your audience to be able to do after reading your paper.  
Every specific purpose statement begins with "At the end of my paper, the reader will be able to..."

Your notes:





**Step 5: Select the main points of your paper.**

After your brainstorming, identify the 2-4 main ideas you will be explaining to your audience. Use full **sentences and repetitive language**. Main points are not phrased as a question: “The first stage of hurricane development is.... The second stage of hurricane development is...”

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_



**Step 6: Create your Central Idea**

The central idea is a one sentence that includes the main idea of your speech. Example “The three sections of a speech are the introduction, the body and the conclusion.” Write your Central Idea below in a full sentence.

\_\_\_\_\_

Your notes:



**Step 7: Develop Your Main Points**

On a sheet of paper, write one of your main ideas at the top and your supporting material below. Repeat for each idea.



**Step 8: Plan and research your topic**

Where specifically will your research your main ideas? (Not just “Google.”)  
Write down as many different sources as you can think of before doing a broad internet search.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Step 9: Include transitions between main ideas**

These statements will lead your audience from one main idea to the next: “Now that we have discussed the first stage of hurricane development, let’s move on to the second stage...”



**Step 10: Create your Introduction and Conclusion**

Now that you know what you want to say, create your introduction and conclusion.

**Introduction (Chapter 9)**

**Get the audience’s attention:** *What will you say to get the attention of the audience?*

**Introduce the topic:** *Now that you have their attention, introduce the topic of your speech.*

**Give the audience a reason to listen; connect the topic to the audience:** *Why did you want to tell them this information? Why will the audience care about this information?*

**Establish your personal credibility regarding this topic:** *Tell the audience why you are qualified to tell them this information. Why should they believe you?*

**Preview your main points the speech:** *Tell the audience what your main points are going to be.*

**Conclusion (See Chapter 10)**

**Signal the end of the speech:** *Let them know you are concluding.*

**Summarize main points:** *Restate your main points.*

**Close with impact:** *Leave the audience with a final powerful thought, quote or question.*

Your notes:



**Step 11: Create and edit outline (see basic outline format posted on Angel)**

Use visual framework (Roman numerals identify main ideas, capital letters identify supporting ideas, etc.)



**Step 12: Create a speaking outline/notecards**

Reduce your preparation outline to brief phrases and statements. Use same visual framework.

Use 1 side of note cards. Write legibly and BIG!



**Step 13: Create Visual Aids (Chapter 14)**

Will your visual aid clarify, create interest, or help your audience retain the information? Is it clear and not distracting?



**Step 14: PRACTICE!**

Stand up, have a live audience, and practice with your visual aids.