

FCPS Research Process Skills Continuum

These skills are designed to be cross-curricular, and specific to the research process—an advanced level of application. The skills listed here are designed for application with reading level appropriate resources at all grade levels.

TM (Teacher Modeling) – Teacher may model through whole group instruction steps of the research process. Students will be given opportunities to apply the skills.

I (Introduce) – While some of these skills may have been introduced or expected at lower grade levels in some content areas, now teachers will formally introduce these research skills. Students will be graded on application and completion of the skill.

E (Expected) – The teacher expects all students to be aware of this skill. Some review is needed. Students should be able to implement this skill and be scored based on completion and quality.

M (Mastery) – All students have mastered this skill. No review is needed. Students are graded on quality.

	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Core Skills/Concepts													
Defining, Recognizing, and Avoiding Plagiarism	TM	TM	I	I	I	I	I	E	E	E	E	E	M
Define Primary/Secondary Source					TM	I	I/E	E	E	M	M	M	M
Paraphrasing, quoting, summarizing			TM	I	I	I	I	I/E	E	E	E	M	M
Writing in Third Person (exceptions may occur in Science)				TM	I	I	I	E	M	M	M	M	M
Introduce variety of note taking methods	TM	TM	TM	I	I	I	I	I	E	E	E	M	M
Locating source citation information			TM	I	E	E	E/M	M	M	M	M	M	M
Documenting Sources (<i>informal</i> Keeping Track of Sources Form or eDocument)				I	I	I/E	E	E	E/M	M	M	M	M
Formatting <i>formal</i> Citations/parenthetical references							TM	TM	I/E	I/E	E/M	M	M
Stage 1 Presearch													
Choose and narrow a topic				TM	I	I	I/E	M	M	M	M	M	M
Develop research guiding questions	TM	TM	TM	I	I	E	E	E/M	M	M	M	M	M
Develop a focused research question						I	I	E	M	M	M	M	M
Use a focus statement to develop working thesis								I	I/E	E	E/M	M	M
Identify audience and purpose for research product (persuade/inform)			TM	I	I	E	E	M	M	M	M	M	M
Keywords, Synonyms, Using OPAC, Indexes, Text Features			TM	I	E	E/M	M	M	M	M	M	M	M
Boolean Logic, Cross Referencing, Advanced Searches							I	I/E	E	E	E	M	M
Overview/Background of topic (WorldBook Online, Wikipedia)				I	I	I/E	I/E	E	M	M	M	M	M
Organizer		TM	I	I/E	I/E	I/E	I/E	E	E	M	M	M	M
Preliminary outline						I	I/E	E	E	E	E	M	M
Stage 2 Search for Information													
Locating resources (including primary sources)			TM	I	I	I/E	I/E	E/M	M	M	M	M	M
Evaluating sources for reliability: ABCs (authority, accuracy, bias, currency, coverage)				I	I	I/E	I/E	E	E	E	E	E/M	M
Increase the variety of resources				I	I	I	I	I	I	I	I	I	I
Increase the quantity of resources									I	I	I	E	E

Stage 3 Select Information	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Take notes	TM	TM	TM	I	I	I/E	I/E	E	E	E	E	M	M
Document where sources were obtained (informally)				I	I	I/E	E	E	E/M	M	M	M	M
Categorize notes throughout the process (align with outline)						I	I	I	E	E	E	E/M	M
Avoid plagiarism (review: paraphrasing, quoting, summarizing)			TM	I	I	I/E	I/E	E	E	E	E	E	M
Verify information by locating it in more than one resource							I	E	E	E	E	M	M
Evaluate your findings. Do you have enough info to prove your thesis? Did you cover your complete outline?						I	I	I/E	E	E	E	E	E
Return to your thesis and reevaluate. Revise as needed.						I	I	I	E	E	M	M	M
Return to outline and finalize through evaluation process. Revise as needed.						I	I	E	E	E	E/M	M	M
Stage 4 Create your Product													
Stage 4 Create your Product	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Working Bibliography						I	I	I	I/E	E	E	M	M
Annotated Bibliography											I	I	E
Formatting citations and parenthetical references						I	I	I/E	I/E	E	E/M	M	M
Create Draft (paper, poster, display, photostory, ppt, etc.)				I/E	E	E	E	E	E	M	M	M	M
Incorporate own ideas within research							I	I	I/E	E	E	M	M
Revision with mechanics				I/E	E	E	E	E	E	E/M	M	M	M
Finalize Works Cited							I	I	I/E	E	E	M	M
Stage 5 Communicate the Information													
Stage 5 Communicate the Information	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Complete and Turn in/Present final product				E	E	E	E	E	E	M	M	M	M
Stage 6 Evaluate Product and Process													
Stage 6 Evaluate Product and Process	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Reflect on process				TM	TM	I	I	I	I/E	E	E	M	M
Reflect on resources					TM	I	I	I	I/E	E	E	M	M
Reflect on product			TM	TM	I	I	I	I	I/E	E	E	M	M
Room for further research/application									I	I	I	E	E