

STEP 3 : Process evaluation

In this phase you are going to have a critical look at how much progress you have already made, what needs to be corrected, added or omitted.

o **Taking notes**

Brainstorming and research yield lots of information. But as you go along with your search, make sure you take good notes. These notes will provide the material for your presentation.

Take notes whenever you read a source, be it a book, an article or a video clip. Your notes will be records that can be organized at a later stage into a coherent structure. Always take notes of what you are reading in order to avoid losing research time. You need a written record of the sources that you have consulted in such a way that you can easily find back and structure your information later on.

At all times do you need to realize where your ideas came from in order to avoid plagiarism.

o **After having analysed your sources**, answer these questions:

- 1 Which sources of information have you used? Which ones did you find most useful? Explain why. At this stage you must show your teacher at least one non-digital and two digital sources you have used.
- 2 Have you collected too much or too little information?

o **Checklist**

	Very well	Well	Could be better	Not at all
I have managed to finish my tasks on time.				

I have managed to find the information I was looking for.				
Most of this information will be useful for the end product.				
I have ordered my notes carefully.				
I understand all the words and phrases I need and I know how to spell and use them correctly.				
I have looked up words and phrases I wasn't sure of.				
I have made a list of what I need to do next.				
I have told the rest of the group what I still want/ need to do.				

→ Decide on what still needs to be done : fill in the next form

Still to do

The tasks you still need to do include decisions on lay-out, additional material (photographs, audio and visual material, etc), typing out the text, preparing the

presentation (content and technology). Agree with each other on who does what and when.

Name	Tasks still to do	Date

Signed by the group

Signed by the teacher