

## Scope and Sequence of Research Skills in the English Classroom

### Middle School

- orientation to Saint Thomas Academy library (7th grade)
- Internet usage (7th and 8th grade)
- preliminary research, productive research, note taking, writing mini “Works Cited” page, and presenting material to class in informative speech (8th grade)

### Ninth Grade

- orientation to Saint Thomas Academy library
- Internet usage
- evaluation of biased sources
- note taking skills using paraphrasing, summarizing, and quoting
- writing a topic outline
- writing a precis
- defining and discussing plagiarism

### Tenth Grade

- purchase research book
- individual conference with librarian, using “Big Six” research techniques
- instruction in steps of the research paper: types of research, writing process for research, choosing a topic, writing a controlling purpose statement, evaluating and finding sources, preparing bibliography cards, preparing note cards, effective note taking, preliminary outlining, drafting, revising, documenting sources using parenthetical documentation, preparing “Works Cited” page
- emphasis on proper crediting of sources and avoidance of plagiarism
- handing in research portfolio containing note cards, bibliography cards, rough drafts, outline, and final paper.
- grade earned for the steps of the process is equal to the grade on the final paper

### Eleventh Grade

- steps of research process are reviewed **but students are responsible for knowing the information in the research book**
- emphasis on more sophisticated note taking, including paraphrasing, summarizing, and direct quoting
- further review of Internet, finding sources, and productive research techniques tailored to the individual assignments
- handing in research portfolio containing note cards, bibliography cards, rough drafts, outline, printouts of sources, and final paper.
- grade earned for the steps of the process is equal to the grade on the final paper

### Twelfth Grade

- students are expected to be sufficiently familiar with the research process; virtually **no class time is spent on the steps**
- students use research book for reference
- issues of analysis, synthesis, and validity of thesis are addressed in class and in individual conference
- handing in research portfolio containing note cards, bibliography cards, rough drafts, outline, printouts of sources, and final paper.)
- grade earned for the steps of the process is equal to the grade on the final paper (the two grades are worth 50% of the quarter grade)

Note: A student must complete the steps in the research process before his final draft will be accepted. A student who submits his paper after the due date will not receive assignment credit. Even if a student fails to meet the deadline, he must still submit a satisfactory paper in order to receive course credit for the quarter.