

## **ANALYSING YOUR SOURCES – These will be included in your FOLIO (10 pages)**

### **NOW LETS ACTUALLY RESEARCH THE QUESTION AND GATHER INFORMATION**

As you've probably guessed, the research project as a subject is all about the research and that is what you will be doing from now on. True research requires that you do some investigation and tap into a variety of sources. The key thing to consider is that the scope for research will be more than just what you will find on the internet. However, the internet may be a good place to start. There are many different ways of researching, but our project will mainly require you to read materials, talk to people, deal with numerical data (information) and experiment where you can. If you conduct research using these different methods and properly analyse the information gained, your findings will be far more reliable and your Research Outcome will be much easier to write. For every piece of information you use, you should consider the following (see below).

You are a researcher, from now on, you will be required to gather information/research relating to your Question. Remember, you have to research your topic to ensure that you have enough information to be able to answer your question later on in the year. It is really important that you have a variety of sources of information, there is no magical number, but you will have to analyse between 8 to 10 sources THOROUGHLY. It is really important to have both Primary and Secondary sources of information. Make sure that you know what a Primary and Secondary sources are, as you will need to acknowledge this in your Personal Journal Reflections that you do each week.

#### **When you have found a source of information – what do you do with it????????**

Do you just download it, cut it out, photocopy it, place it in your folder, etc etc? well yes, you need to do this, but there is more. Choose perhaps 8 -10 sources that you wish to **ANALYSE IN DETAIL**. Here is what you have to do with these **SOURCES OF INFORMATION** that you have collected.

First of all, you will need to **SUMMARISE** the key points of the source. How and why are these key points relevant to your research question?

However, it is **NOT ENOUGH** just to provide a summary, you will have to **ANALYSE** the source **THOROUGHLY**. What do we mean by analyse. Well .....

Analyzing your source involves 'pulling things apart'. Remember that these pages will make up the rest of your FOLIO – that is your 10 pages. Make sure that you understand that these pages will be marked against the following performance standards

- D1 – Development of Research**
- D3 – Development of Skills / Knowledge**
- P1 – Planning: Refining Question**
- P2 – Planning: Research Processes**
- D2 – Analysis of Information**
- D4 – Understanding and Development Capabilities**

What do we mean by the **D1 – Development of Research** performance standard and how do we address this in the **analysis of the source, you can use the following sentence starters**

The article / blog / website / book is about. and is likely to be made / written / created for the purpose of...

- It explains / shows...
- It is written by who is....
- The (source) is relevant to my topic because...
- The key features of this (source) include...
- (Insert author)..... explains / suggests that.. I agree / disagree with this because..
- I have now gained an understanding of...
- From this (source) I have now developed the key finding / answer on..
- This (source) helps answers the \_\_\_\_\_ section of my question but I still need more information from...
- Something I learnt from this article is...

What do we mean by the **D3 – Development of Skills / Knowledge performance standard** and how do we address this in the analysis of the source, you can use the following sentence starters

- I now know that...
- ..... is interesting because...
- This information is / is not important to my research on... because...

What do we mean by the **P1 – Planning: Refining Question performance standard** and how do we address this in the analysis of the source, you can use the following sentence starters

- This (source) seems to indicate that.... Is a particularly important part of this topic and I could refine my research to focus on...
- What do we mean by the **P2 – Planning: Research Processes performance standard** and how do we address this in the analysis of the source, you can use the following sentence starters
- From this article I plan to...
- This is the same information on.... In the other (source)....
- This is different from the other (insert other sources here) because...
- Maybe I should survey/ conduct a survey on... / research more information on... / to find out more about..

What do we mean by the **D2 – Analysis of Information performance standard** and how do we address this in the analysis of the source, you can use the following sentence starters

- A good quote from this (source) is...,
- I think that this information is particularly relevant because .....
- Possibly I could contact... mentioned in this article...
- I should look more into....
- (Insert author) makes a great point on...
- This source doesn't mention anything about..
- The fascinating / informative part of this (source) / piece of information is...
- This source does / doesn't help my focus question of... because... but helps me understanding more about...
- The potential bias of this articles is because..
- This (source) is more / less up-to-date (other sources) because...
- This (source) is easier / harder to understand than (other sources) and therefore makes a better / poorer points on..
- The author of this article would know more about this topic because.... but has the potential bias of..

What do we mean by the **D4 – Understanding and Development Capabilities performance standard** and how do we address this in the analysis of the source, you can use the following sentence starters

- I've now learnt about my chosen capability, in particular .....
- The main learning that I have now made of (chosen capability) is.....
- (My chosen capability) means..... this was developed by..
- In reading / viewing / conduction this research process I have learnt..... about (my chosen capability)..

OK, so you know now what sort of things the moderators are looking for in each source, but how do you actually put it together, you could do the following.

## KCRAAP plus CSF

USE THIS TEMPLATE TO HELP YOU DECIPHER THE KCRAAP plus CFS for each of the sources you use  
YOU MAY SET IT OUT THIS WAY IF YOU LIKE, THERE IS NO RIGHT OR WRONG WAY, BUT IT IS  
ABOUT THE INFORMATION THAT YOU INCLUDE IN THE ANALYSIS OF YOUR SOURCES.

Name, date, publication, author of the Source you are analyzing and reviewing

*How to live in New York City for less than \$50 a day for one month*

*The Advertiser – Saturday 14 March 2016, page 27*

### KEY POINTS – The Summary

Summarise the five or six key points in the source you are analyzing

### CREDIBILITY: *the timeliness of the information*

When was the information published or posted?

Has the information been revised or updated?

Is the information current or out of date for your topic?

Is the source still relevant or is it outdated?

What language is being used? Is it expert, academic or slang?

### RELEVANCE: *the importance of the information for your needs*

Does the information relate to your topic or assist you in answering your question? •

Is this research process answering/measuring what it is supposed to? •

Who is the intended audience? •

Is the information at an appropriate level?

Have you looked at a variety of sources before choosing this one?

Would you be comfortable using this source to write your Research Outcome

Does the information relate to one of your guiding questions

### AUTHORITY: *the source of the information*

Who is the author/publisher/source/sponsor?

Are the author's credentials or organizational affiliations given?

What are the author's credentials or organizational affiliations given?

What are the author's qualifications to write on the topic?

Is there contact information, such as a publisher or e-mail address?

Does the URL reveal anything about the author or source?

**ACCURACY:** *the reliability, truthfulness, and correctness of the content – eg bias*

Where does the information come from?

Is the information supported by evidence?

Has the information been reviewed or refereed?

Can you verify any of the information in another source?

Does the language or tone seem biased and free of emotion?

Does the source have a preference for one idea/concept over another?

Does the source discuss more than one perspective?

### PURPOSE: *the reason the information exists*

What is the purpose of the information?

Do the authors/sponsors make their intentions or purpose clear?

Is the information fact? opinion? propaganda?

Does the point of view appear objective and impartial?

Are there political, ideological, cultural, religious, institutional, or personal biases?

### CAPABILITY DEVELOPMENT

What has been the main learning that you have now made of about your chosen capability?

What have you learnt about your chosen capability?

In reading / viewing / conduction this research process I have learnt..... about (my chosen capability)..

### SKILLS AND KNOWLEDGE DEVELOPED

What skills and knowledge have you developed by analysing this source, how has this affected the direction of your research? And why? Describe what you plan to do next and why?

Explain any challenge/opportunities that have arisen and how they are impacting your research.

Reflect on your understanding of your research question?

### FURTHER INSIGHTS FROM THE SOURCE

Insights into your research, any thoughts, ideas, etc that you found interesting, do you have any questions after analysing this source?

**PLUS:** What positive information is in this source? How does it support your research?

**MINUS:** What negative information is in this source? How might it contradict or not support your research?

**INTERESTING:** What information in this source are you unsure about? What makes it interesting for your research? Does it potentially have some new ideas for your research?