### Key questions about your assignment

- What skills will be demonstrated: reporting (research answering the questions who? what? when? where? why? how?) or writing to recount (narrative), teach/explain (expository), describe (descriptive), or express a point of view (persuasive)?
- What is the required length?
- What is the format? Is the final product written, oral or both?
- What tools can be used? What tools need to be learned?
- How will the final product be evaluated?
- If relevant and provided, what information is covered on the assessment rubric?

### Key questions about your information

- Who is the audience for this product: teacher, small group, class, community, etc.?
- Does this final product require an overview or specific details?
- Is background information available in course notes or textbooks?

### Key questions about your sources

- Are there requirements for a specific number of sources?
- Are there requirements for the reliability of sources?
- Are both print and electronic sources required?
- Are reliable resource lists made available at your school?
- Will specialized information be required (maps, tables, videos, etc.)?

### Key questions about your time management

- Are there “process/along the way” due dates as well as a final due date?
- Are all due dates noted in a visible manner to remind yourself?
- Is extra time needed to visit other libraries or to access other research resources (interviews, etc.) in addition to the school?