

SYNTHESIZING INFORMATION



When to use it

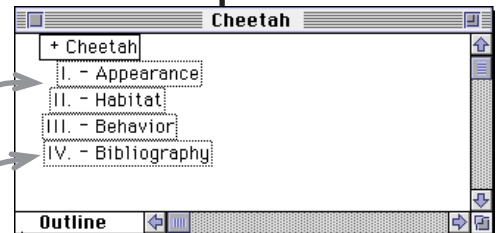
- You have more than one source of information (e.g. books, articles, video, lectures, info from the web).
- You have to synthesize the information to write a paper.



How to do it

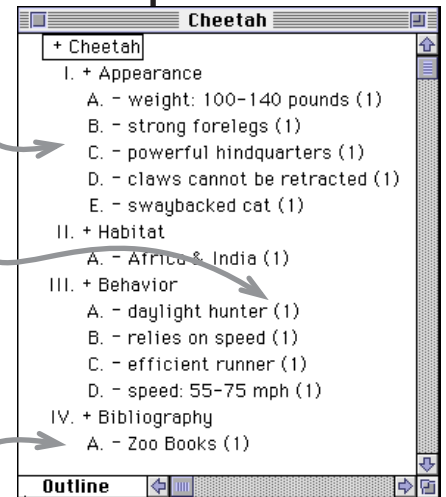
1. Establish a structure.

- Type in the main topics you want to cover.
- Add a topic called "Bibliography" at the end.



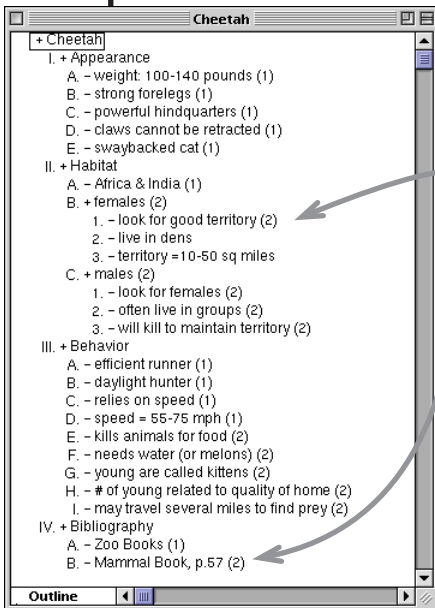
2. Read and record.

- Fill in the information as subtopics.
- Add a "(1)" at the end of each entry.



3. Reference and repeat.

- As a subtopic under "bibliography," put the title, author etc. of the first source. Put a "(1)" at the end of the line.
- Repeat this process for the other sources.



4. Reflect and restructure.

- Re-arrange the outline into the order you want to use for your paper.
- You may add additional topics, including "Introduction" and "Conclusion".

