**Step 1**:

Your Topic (person your choosing to focus on to answer this question: How was this person important to society?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2**: With computers, use a search engine (Google, Bing, Yahoo, etc.) to explore your topic. When you find an informative resource, **cut and paste the URL** (so you don’t lose it) into a word document (WIKEPEDIA does not count as an informative resource). You need to find a **minimum** of **six resources total**. Make sure you read over your resources beforesaving to make sure they are informative and contain enough information.

**Step 3**: Go through and READ thoroughly ALL of your resources. As you read, start to think about how you might organize the information into three categories (these will become your body paragraphs). You may want to think about organizing your paper into early, middle, late life or bio, accomplishments, impact.

**Step 4**: Using your 3x5 cards, take notes using the following guidelines—

“In 2000, Hillary was elected to the

U.S. Senate, becoming the first

woman senator from New York.”

(Hillary’s Story)

On one side, write down a fact from your resource

that you feel you definitely want to

include in your final product.

Not everything will be able to be included,

so now is the time to reread and choose carefully.

Include the title of your resource at bottom.

On the other side, write a paraphrase of the direct quote.

A paraphrase involves putting a passage from source

Hillary broke boundaries when she

was elected New York Senator in

2000.

material into your own words. A paraphrase must also

be attributed to the original source. It’s important to

remember that simply changing the words

(finding synonyms) and rearranging sentences is not an

acceptable way to paraphrase.

**Step 5**: Now that your research is complete, divide your notecards into three piles—one pile for each body paragraph (make sure each pile contains connected information because a paragraph should have a single focus).

**Step 6:** Complete the graphic organizers that will help you write an outline for your research paper.

**Step 7:** Begin to type your rough draft using the MLA Packet to help you format. Apply everything you have learned about good writing! Reference the rubric to help guide you in your drafting.

**Step 8:** Once you are sure about which resources you will use, create a Works Cited Page (directions in MLA Packet) for your research paper.