

Checklist for Data Collection

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Annotated Bibliography

Task: Annotated Bibliography

- Open your source list and save it with a new filename
- Add one-paragraph annotations to each of your sources, which:
 - Summarize the main points related to your research questions
 - Evaluate the credibility, accuracy, and reliability of the source
 - Reflect on why you chose the source
- Check the spelling and grammar of your annotated bibliography
- Save your document

Activity 2: Poll Questions

Task: Questionnaire

- Open a new word processing document and type your name, date, and a title
- Write close-ended poll questions that:
 - Are objective and unbiased
 - Are accurate, precise, and relevant
 - Ask one idea per question
 - Are in a logical order
 - Are succinct
- Write three to four answers for each question that have logical responses
- Write open-ended questions that:
 - Ask for important information
 - Ask for detailed information
- Be prepared to answer the following questions:
 - What is the *purpose* of each poll question?
 - How do your poll *questions* address the purpose or your research?
 - What kind of *information* does each poll question provide?
 - What ideas or *concepts* can you develop from the information?
 - What *conclusions* might you be able to draw from your poll?
- Check the spelling and grammar of your poll questions
- Save your document

Activity 3: Personal Interviews

Task: Poll Data Collection

- Open a new word processing document and type your name, date, and a title
- Create a form to record interview answers
- Conduct interviews. During interviews:
 - Be polite and friendly
 - Follow your questionnaire
 - Be objective
 - End on a positive note
- Record all answers
- Save your document

Activity 4: Spreadsheet Basics

Task: GUI Explanation

- Open a new word processing document and type your name, date, and a title

- Find five menu items on a spreadsheet application that could help you analyze your poll data
- Write an explanation of how the menu items can help you analyze your poll data
- Check the spelling and grammar of your analysis
- Save your document

Activity 5: Data Entry

Task: Spreadsheet Worksheet with Poll Data

- Start a new spreadsheet workbook
- Start a new worksheet and add your name, poll data, and the date
- In the first column, enter the questions
- Below each question, enter the possible responses
- In the next column, next to the possible responses, record answers of each respondent
- Save your worksheet