

RESEARCH REMINDERS:

NOTE: *This handout is for your use in preparing both the Informative and Persuasive speeches. Each of these speeches has different research requirements. Note the differences below:*

General Reminders:

1. For the **INFORMATIVE** speech, you are **REQUIRED** to have at least 3 sources of information (research). Research for the Informative speech does **NOT** have to be quoted within the context of the speech.
2. For the **PERSUASIVE** speech, you are **REQUIRED** to have at least 5 sources of information (research). Of those 5 sources, at least 3 of them must be ***different KINDS*** of sources (i.e. magazine, newspaper, book, etc.). Research for the Persuasive speech **MUST** be quoted within the context of the speech.
3. All sources used must be listed in a bibliography/works cited page.
4. Bibliography is to be typed and turned in on a full sheet of paper, **NOT** on note cards.
5. Bibliography is to be completed in MLA format. Bibliographies **NOT** completed in MLA format will cause your grade to be dropped by a letter grade.
6. Bibliography entries are listed in alphabetical order by author's last name. When no author is listed, list sources alphabetically according to the title of the source. Remember, if a title starts with the words "a," "an," or "the," then you ignore those words, and list the title alphabetically according to the first letter of the second word.
7. When using a source from the internet, find out what form that source was originally from (for example, if you use a book from the internet, it is **STILL** a book).

Hints to help you get started:

1. It's always a good idea to start your research by looking up your topic in an encyclopedia. Although encyclopedias are **NOT** allowed to be used as part of your bibliography, they give you a good basic knowledge of your topic, just as you will have to give the audience a good basic knowledge of your topic in part II of your speech. **NOTE:** Do **NOT** use an online encyclopedia to do this, as they can often be rewritten by anyone who chooses to do so. Use the old fashioned book-type encyclopedias, available in the reference section of most libraries.
2. Make a list of all sources you look in for information. Include the name, Author, publisher, city of publication, publication date, and page numbers. Use this information to complete your bibliography. Even if you ultimately don't use any material from a source, if you looked at the source thoroughly before ultimately deciding not to use it, the source still legally can be used as a source for your bibliography.

Places to look for information, and the advantages and disadvantages of each:

Books (**NOTE:** Do NOT attempt to read entire multiple books on your topic. Instead, check the index and the table of contents to find the parts of your book that are relevant to your topic)

Advantage: Detailed information about your topic

Disadvantage: It takes an average of two years from the time the book is written for it to be published. Thus, even a brand new book has info that is at least two years old.

Magazines:

Advantage: Generally published weekly or monthly, thus info is up to date

Disadvantage: Articles are generally relatively short

Suggested magazines:

Time, Newsweek, U.S. News and World Report

(all are published weekly and cover a wide range of topics--available at all newsstands, in most libraries, and online, including back issues)

Specialty magazines (these are generally magazines that you may not have heard of--you can find them more often in libraries than online or at bookstores.

Check Reader's Guide to Periodic Literature--an index of articles published in most magazines, listed in alphabetical order by subject, title, and author. Found in the reference section of libraries)

Newspapers:

Advantage: Generally published daily or monthly, thus info is up to date

Disadvantage: Articles are generally relatively short

Suggested newspapers:

New York Times--generally considered world's best newspaper. Available at newsstands, bookstores, online, and in many libraries (reference section). Has large staff around the nation and the world and has the ability to cover a wide variety of topics in depth.

Washington Post--many of the same advantages as the New York Times, especially good for political and government related issues. Available at some newsstands, bookstores, and libraries and online.

Los Angeles Times--considered one of the country's better Papers, especially good for entertainment related news. Available everywhere locally and online.

Wall Street Journal--very good for financial information. Available at most newsstands, bookstores, libraries,

Christian Science Monitor--very good for info on religious and moral issues. Available at some newsstands and bookstores, many libraries, at Christian Science reading rooms throughout greater LA (check phonebook), and online.

Other newspapers--check for the words **AP, UPI, or Reuters** on the first line of each individual news story. These are wire service stories, written by large worldwide staffs. Do not use these newspapers or stories if a wire service is not used.

Statistics:

Statistics are good sources of information. Check the following sources for good statistical information:

Statistical Abstract (available in libraries in reference section)

Advantage: Government compiled information on every type of statistic possible.

Disadvantage: Small print, sometimes hard to read

Almanacs (Published by newspapers and available at newsstands, bookstores, libraries, and on order from newspaper companies)

Advantage: Good statistical information in an easy to read format.

Disadvantage: Information is not as complete or in depth as in Statistical Abstract.

Other good sources of information:

Polls--information showing what a variety of people think or want about a particular issue is a good way to support your arguments.

Films, TV, Recordings--documentaries about your topic can be good sources of information.

Personal Interviews--Often times well known people who are experts in their fields will have public phone numbers. If you can find out in what city they live, you can often contact the person, let them know that you are a college student researching a topic, that you have found they are an expert in their field, and then ask for an appointment to speak with them for 10-15 minutes. You'll be surprised how many people will say yes--but come prepared with good interview questions.

Good luck!

Questions?

Ask in class, email, or call!

