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| Week 1 | Decide a topic  Conduct research (tedtalks/websites/news articles/books)  (Don’t be afraid to change your mind on your topic, research around a few areas and decide what really interests you).  **Complete sign up form with your chosen question/title** |
| Week 2 | Focus your research on your particular question/topic.  Whilst researching consider what your subtopics might be i.e. for and against or past/present/future.  **CREATE your research table** – as you go along you should be added ever source you look at to your research table.  (It doesn’t matter whether you know if you are going to eventually use that source. Use the table as a working document, keep updating it as you go along)  Worse thing you can do is come across a great website, not have noted into your table and then never find it again! |
| Week 3 |
| Week 4 | Now you have a bulk of research **begin your write up**.  Have a go at completing a **250 word introduction** stating what your choice of topic is and defining any key words/concepts. |
| Week 5 | **Write up the main body** – remember to break it into subheadings.  Set yourself mini targets i.e. a subheading a week or 500 words a week (dependent on how you have decided to divide it up). |
| Week 6 |
| Week 7 |
| Week 8 | **Complete a 250 word conclusion** briefly stating what you found and then giving and justifying your own opinion. |
| Week 9  By Friday 17th July at the latest. | **Complete your 500 word reflection** explaining how you found the project; what aspects you found difficult and what you enjoyed.  **HAND IN – WELL DONE!** |

**This document provides a brief guideline as to the order of tasks to be completed and how long each section should take. You may find some sections take you longer than others and you do not stick to this document, which is fine as long as you are on track for completion and to meet the deadlines that will be set once your title has been agreed and your project begins.**