

INTRODUCTION:

- many changes and problems

1. TOPIC and why

2. LOCATING THE LITERATURE:

- ENCYCLOPEDIAS:

***US. DISASTERS*

- BIBLIOGRAPHIES

- SUBJECT HEADINGS

3. PROBLEMS TO RESOLVE

- FIND AUTHOR ID
- REVIEW FOOTNOTES
- FIND BOOK REVIEWS

Remember:

The more you have in your notes, the more you are going to be tempted to read.

Reading disconnects you from your audience, bores your listeners, and makes you appear robotic. Audiences want the information AND the real you. They relax and listen when you appear to be relaxed and interested in what you are saying. The interest comes across most when you *talk to* people, not *read at* them (or do the equivalent by reciting a *memorized* talk.)

You KNOW your topic, the databases you used, the key SECONDARY sources, what you have been thinking about your project, etc. Thus there is no reason to write them all out.

If you need to write out a key name, or date, or event,
DO SO.

But otherwise you just need reminders to keep you on track.