

~~~~ MUINTIR NA TIRE ~~~~~  
MONALEEN PARISH GUILD

**"THE HISTORY OF YOUR PARISH"**

A TALK TO BE GIVEN BY  
MISS DOLLY STEWART

On 16th May,  
8-30 p.m.

AT MONALEEN SCHOOLS

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**ADMISSION - - 6d.**

Key Printing Works, Limerick.

## present your findings /prɪ'zent/jɔʊ'faɪndɪŋz/

### ORGANISE YOUR DATA AND PRESENT FINDINGS IN A WELL STRUCTURED AND LOGICAL FORMAT WRITING UP YOUR RESEARCH

It is always important that you know when to stop researChing.

Some weeks before I was to submit my master's thesis I lost a folder with my 'to do list', the final sources I wanted to look at before submission. I never found that list and I couldn't remember anything that was on it. I concluded that the items on it could not have been so vital after all!

Always remember for whom you are writing – what your audience wants and how much you should write. Is it an article for a parish magazine? Is it a thesis for a further degree, an essay for school or a special topic for the Leaving Certificate examination? This will shape how you approach your source material and your finished piece.

**MAKE VALID POINTS** It is difficult to make valid points when faced with a wealth of material. To master it, the key is to sort and subdivide the material as you collect it. A valuable way of gathering the material is to use an index card system. By subdividing the material under a number of headings and reshuffling the material, you will have four main headings – your four points of argument.

**THE COLLECTION OF THE BEST** All the work you have undertaken, the range of your sources should be reflected in your finished work. It is more important that you have a structured argument rather than a list of quotes that don't relate. During your research you have found a lot of relevant material, now it is time to show this. Use material that underscores the thrust of your argument. Always keep the title of your project close at hand – look at what you are reading and remind yourself of its relevance. This will help you to gather only the important material; the last thing you want to do is to have to look through pages of notes and photocopies at this final stage. Looking at the title of your project also helps you make sure that the contents of your piece reflect what you have said in the title. It is surprising the number of changes that are made from what was the original idea to the final product. It doesn't matter that you have changed direction, the important thing is to make sure the contents always refer back to the title. It may be necessary to change the title.

present your findings /pre'zents/ɪ'faɪndɪŋz/

**STRUCTURE** Introduce the piece, make four main points and conclude. Then take the cards, if you have used a card index system to organise our research, and decide for which section the material is most relevant. The structure of your piece will be evident if you have used a card system. Have a discussion in your opening section about what you will write in the piece; discuss the four main points to your argument. Make sure that you give separate paragraphs to each new idea. This helps to make your piece easier to read. Highlight quotes that reflect the argument. Pick the best ones to open and conclude your piece.

**EDITING** This means weeding out information. Every article, newspaper report and book has an editor – so be open to your reader's corrections they are valuable editorial comments. It is a painful process but a fresh pair of eyes is essential to see the best and the worst of what you have written. Instead of seeing it as criticism appreciate the opportunity to submit your work to your reader – he or she will cut it down and get the best of what you have researched.