**ALARM-based research template**

This template has been designed to help you with your research task. As you research your topic, write your own notes in each of the columns below. Writing in point form will help you to convert your research into your own words. You can then use the notes to structure any piece of writing, starting with the easiest directive term (describe) on the left and working towards the difficult ones (evaluate etc.) on the right.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Directive term/verb** | **Describe** | **Locate**  | **Explain**  | **Discuss/Analyse/Evaluate**  |
| **Key question**  | What is it? | Where is it?  | What is the effect of it being there?  |  |
| **Information needed** | Characteristics, e.g. size, shape, nature | Latitude and longitude/type of environment | Processes, e.g. change over time | Positive and negative points, your thoughts |
| Your notes go in the columns to the right. Remember **to use your own words**!  |  |  |  |  |
| Reference (where you got this information) This can go in your reference list!  |  |  |  |  |