

## FCAT READING SKILL Synthesizing Information

1. **What to do and what to watch for:** Before you can solve a problem or make a decision, you need to check out the facts. Checking out the facts is called *researching*. Researching is collecting or gathering as much information as possible about your topic. This means you will look for information from two or more sources. Each source provides you with information and facts that will help you. You will need to identify and use this information to make a decision, solve a problem or draw a conclusion. This process is called *synthesizing*.
  
2. **Strategies for synthesizing.** The steps below will help you to understand the process of synthesizing information from a reading.
  - a) **Study the different sources** of information carefully.
  - b) **Read with a purpose and think** about what you need to find out to make your decision.
  - c) **Identify the details** from your sources that will help you make a conclusion or judgment.
  - d) **Put those details together** to solve the problem or make your conclusion.
  - e) **Make notes about the details** you have collected to help you.
  - f) **Organize your notes** in lists, an outline, note cards, or a graphic organizer similar to the one below.
  - g) **Explain your final decision**, based on the details and facts of your research.
  
3. **Sample format for synthesizing.** Read the example below and think about the information. Notice how the details are organized in the chart. Read the conclusions you can draw after you make choices.

<b>SYNTHESIZING INFORMATION</b>				
	<b>SOURCE #1</b>	<b>SOURCE #2</b>	<b>SOURCE #3</b>	<b>CONCLUSIONS</b>
<b>POINT#1</b>				
<b>POINT#2</b>				
<b>POINT#3</b>				
<b>POINT#4</b>				
<b>POINT#5</b>				

*Example:*

*You have to make a decision about which college you will attend. You want to study computer engineering. You have researched to obtain information about five different types of colleges. You have decided that there are four points that are important to you in making your final decision. These are the location of the college, the programs of study offered, the cost, and the living accommodations. You have organized the information below.*

	<b>Location</b>	<b>Programs of Study</b>	<b>Costs</b>	<b>Living Accommodations</b>
<b>College #1</b>	Far away	Excellent	18,000 per yr.	Good
<b>College #2</b>	Out of state	Good	7,000 per yr.	Poor
<b>College #3</b>	Near home	Excellent	20,000 per yr.	Excellent
<b>College #4</b>	Across the country	Good	10,000 per yr.	Fair
<b>College #5</b>	Near friends and home	Good	10,000 per yr.	Excellent

4. **After reviewing the information, draw some conclusions.** Putting it all together, you can figure out that there are some key points to consider. Then you need to begin prioritizing and making choices. Explain your final decision based on your choices and decisions.
- a) All of the schools have good (or excellent) programs.
  - b) The average cost is about \$13,000 per year.
  - c) If you want average costs, eliminate #1 and #3.
  - d) If you want to be near home, eliminate #1, #2, and #4.
  - e) If you want to be far from home, eliminate #3 and #5.
  - f) If you want good or excellent housing, eliminate #2 and #4.
  - g) Your choices: You need to decide which factors are the *most* important to you at this point, being near home or far from home, living accommodations, and cost.
  - h) Your argument could look like this:
    - First priority-Average costs
    - Second priority-Near home
    - Third priority-Living accommodations
  - i) Your final decision, based on the information and priorities listed above, is that College #5 is the best choice. It has good programs, below average costs, excellent living accommodations, and it is near home.

Name \_\_\_\_\_



## SYNTHESIZING INFORMATION: STRATEGIES

**Synthesizing** is researching to collect as much information as possible on a topic, and to check out the facts. Look for information from two or more sources. Each source provides information and facts needed to make a decision, solve a problem or draw a conclusion. **Study the different sources of information carefully. Read with a purpose and think** about what you need to find out to make your decision.

**WHAT IS THE RESEARCH TOPIC?** \_\_\_\_\_

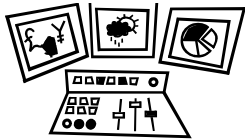
**Is it difficult to find information on the topic? If so, is the topic too general or too specific? Does the topic need to be wider or narrower?**



**What kind of information is required? What kind of information is available?**



**What sources appear appropriate?  
Is there a variety of sources?**



**Is there sufficient information to verify facts between at least two different sources?**



**What record-keeping is needed to give credit to all of the sources?**



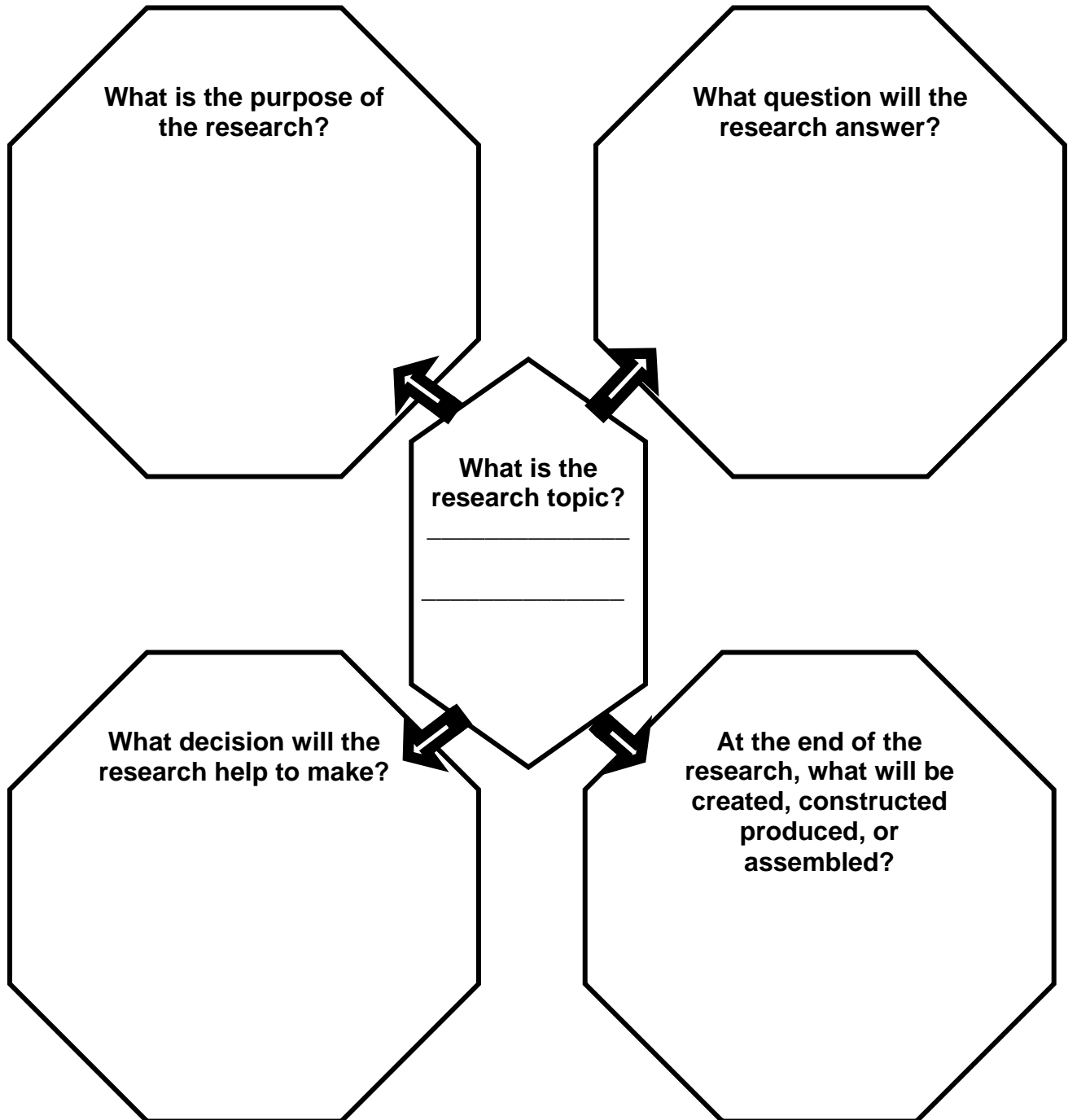
**Is there enough information to synthesize and draw conclusions?**



Name \_\_\_\_\_

## SYNTHESIZING INFORMATION: STRATEGIES

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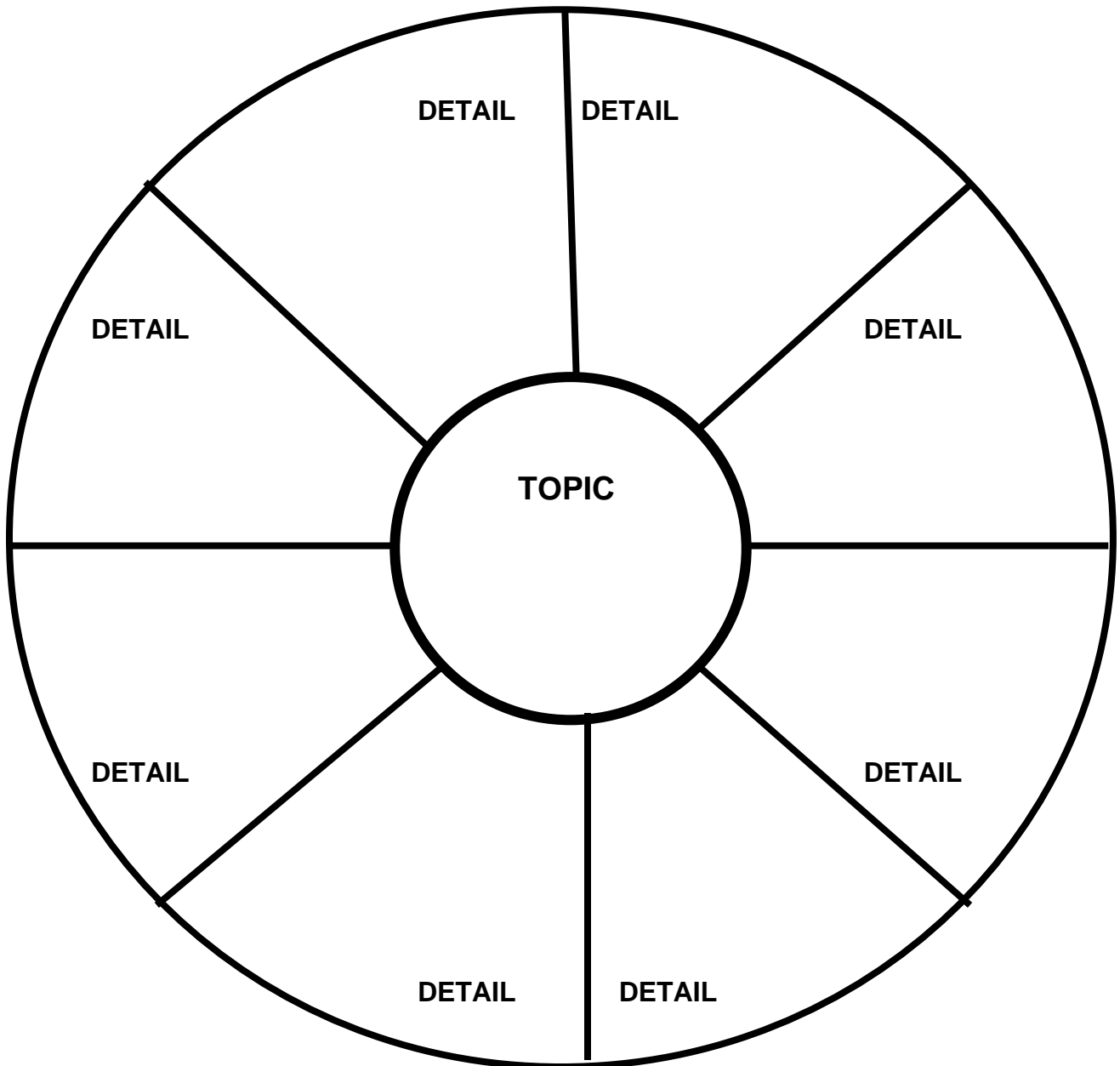




Name \_\_\_\_\_

### **SYNTHESIZING INFORMATION: ORGANIZING DETAILS**

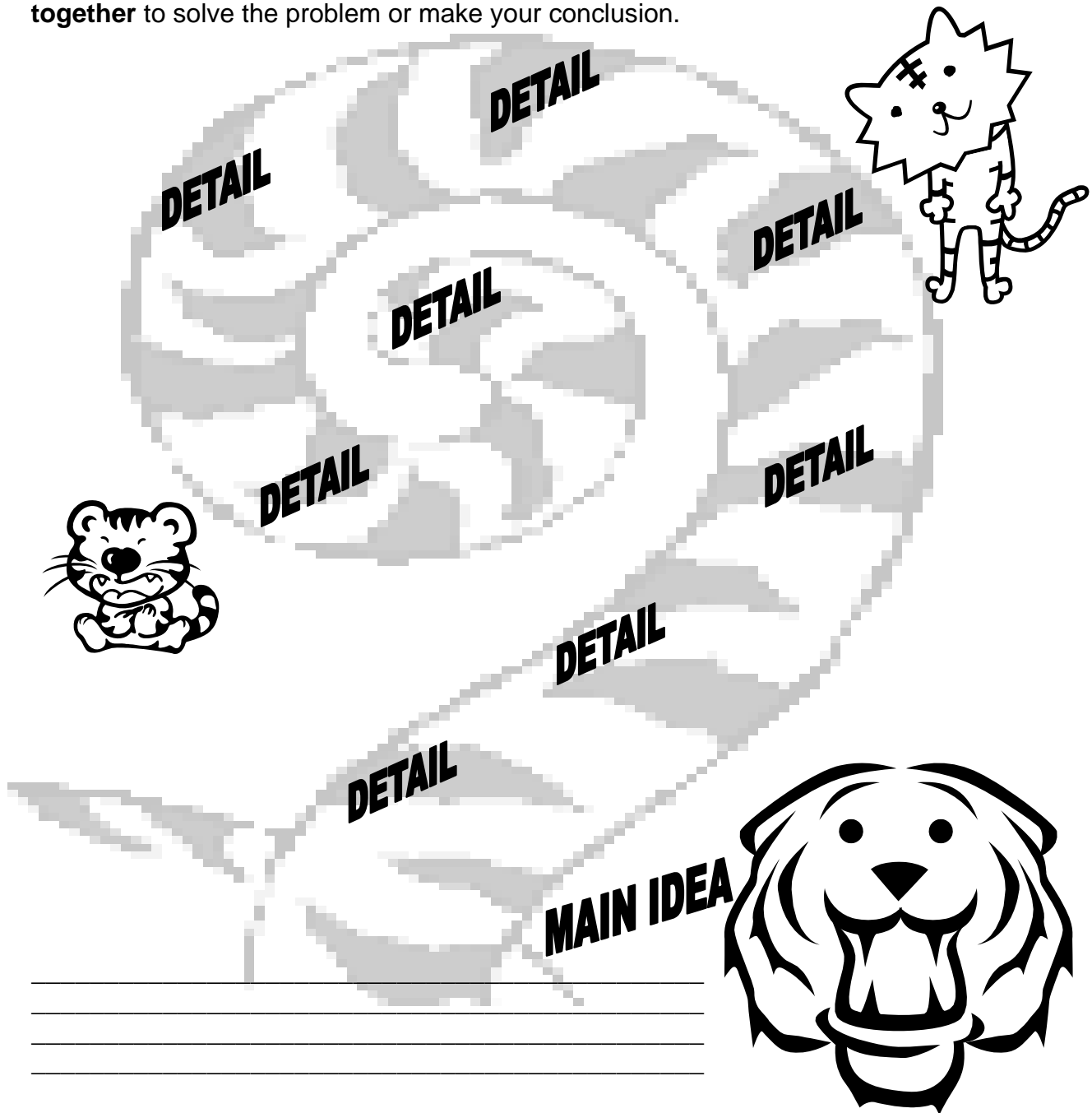
**Synthesizing** is researching to collect as much information as possible on a topic, and to check out the facts. Look for information from two or more sources. Each source provides information and facts needed to make a decision, solve a problem or draw a conclusion. Study the different sources of information carefully. Read with a purpose and think about what you need to find out to make your decision. **Identify the details** from your sources that will help you make a conclusion or judgment. **Put those details together** to solve the problem or make your conclusion.



Name \_\_\_\_\_

### SYNTHESIZING INFORMATION: STRATEGIES: DETAIL TAIL

**Synthesizing** is researching to collect as much information as possible on a topic, and to check out the facts. Look for information from two or more sources. Each source provides information and facts needed to make a decision, solve a problem or draw a conclusion. Study the different sources of information carefully. Read with a purpose and think about what you need to find out to make your decision. **Identify the details** from your sources that will help you make a conclusion or judgment. **Put those details together** to solve the problem or make your conclusion.



Name \_\_\_\_\_

## SYNTHESIZING INFORMATION: ORGANIZING DETAILS

**Synthesizing** is researching to collect as much information as possible on a topic, and to check out the facts. Look for information from two or more sources. Each source provides information and facts needed to make a decision, solve a problem or draw a conclusion. Study the different sources of information, Read with a purpose, and identify important details. **Make notes about the details** you have collected, and **organize your notes** in lists, an outline, note cards, or a graphic organizer.

<p><b>Definitions</b></p>	<p><b>Facts</b> <i>(who, what, where, when, how)</i></p>	<p><b>Reasons</b> <i>(why)</i></p>
<p><b>Descriptions</b></p>	<p><b>Examples</b></p>	<p><b>Statistics</b></p>



Name \_\_\_\_\_

### SYNTHESIZING INFORMATION: NOTETAKING SHEET

Using your own words make notes on your topic in brief point form: keywords, phrases, facts, dates names, formulae.	HINT! Use these headings to form a topic sentence for each paragraph of your assignment
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Name	Task
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1 <sup>ST</sup> RESOURCE				
Author	Year	Title	Publisher	City of Publication
1 <sup>st</sup> Heading.....				
.....				
2 <sup>nd</sup> Heading.....				
.....				
3 <sup>rd</sup> Heading.....				
.....				

2 <sup>ND</sup> RESOURCE				
Author	Year	Title	Publisher	City of Publication
1 <sup>st</sup> Heading.....				
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2 <sup>nd</sup> Heading.....				
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3 <sup>rd</sup> Heading.....				
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3 <sup>RD</sup> RESOURCE				
Author	Year	Title	Publisher	City of Publication
1 <sup>st</sup> Heading.....				
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2 <sup>nd</sup> Heading.....				
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3 <sup>rd</sup> Heading.....				
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Name \_\_\_\_\_

### SYNTHESIZING INFORMATION: STRATEGIES

Synthesizing is researching to collect information on a topic from two or more sources. Each source provides information and facts needed to make a decision, solve a problem or draw a conclusion. Make notes about the details you have collected, and organize your notes in lists, an outline, note cards, or a graphic organizer. **After reviewing the information, draw some conclusions.** Putting it all together, you can figure out that there are some key points to consider.

#### SYNTHESIZING INFORMATION

	Source #1	Source #2	Source #3	Conclusions
<b>Point #1</b>				
<b>Point #2</b>				
<b>Point #3</b>				
<b>Point #4</b>				
<b>Point #5</b>				

Name \_\_\_\_\_

**SYNTHESIZING INFORMATION: BIBLIOGRAPHY SHEET**  
**HARVARD SYSTEM FOR REFERENCING**

<b>One Author</b>	Bryant-Calkin, S. 1988, <i>Writing in Context</i> , Longman Cheshire, Melbourne.
<b>Two Authors</b>	Fox, M. & Wilkinson, L. 1993, <i>English Essentials</i> , Macmillan Education, South Melbourne.
<b>More than Two Authors</b>	Glorfeld, L.E., Lauerman, D.A. & Stageberg, N.C. 1974, <i>A Concise Guide for Writers</i> , Holt, Rinehart and Winston Inc., New York.
<b>Author Unknown</b>	<i>Guide for effective expository essay writing</i> 1998, University of Queensland Press, Brisbane.
<b>Editor</b>	Healey, K. (ed) 1995, <i>Information Superhighway</i> , Spinney Press, Sydney.
<b>Article by one Author, which is part of a work edited or compiled by another</b>	Mussared, D. 1998, 'Balancing the Water Budget', Healey, K. (ed), <i>Water Resources</i> , Spinney Press, Sydney, pp.25-26.
<b>Corporate Authorship</b>	National Railways Development Association 1978, <i>Developing better railway systems</i> , AGPS, Canberra.
<b>Magazine Article Author known</b>	Oakes, T. 1997, 'English Language – Its use and abuse', <i>The Bulletin</i> , vol.1, no.12, pp.13-14.
<b>Magazine Article Author unknown</b>	'Preparing for high school education' 1989, <i>The Bulletin</i> , vol.1, no.23, pp.29-31.
<b>Newspapers</b>	Pringle, W. 1995, 'English Education', <i>The Courier Mail</i> , 18 February, p.3.
<b>CD-ROMS</b>	Quille, D. 1994, <i>The way things work</i> (CDROM), Dorling Kindersley, London.
<b>Interviews</b>	Rackmen, C. 1998, 'Expository Writing' (Interview), 18 February, Brisbane.
<b>Reference to an encyclopedia article</b>	'Railway' 1993, <i>World Book Encyclopedia</i> , vol.16, World Book, London, pp.97-112.
<b>Videos</b>	<i>Story of Writing</i> (Video recording) 1993, Pick Wick Video, Melbourne.
<b>Internet</b>	Suires, S. 1998, 'English in the real world', <i>National Library of Australia</i> (Online), <a href="http://www.nla.gov.au">http://www.nla.gov.au</a> , 22 February, 1999.
<b>Reference to a whole set of encyclopedias</b>	<i>World Book Encyclopedia</i> 1993, 3 <sup>rd</sup> .edn., World Book, London. 13 volumes.

Name \_\_\_\_\_

## SYNTHESIZING INFORMATION: WORKS CITED FORM

In writing a report or research paper, you must indicate exactly where you found your information. The Works Cited or Bibliography should appear at the end of your paper and be arranged alphabetically by the first word in the citation. If the author's name is unknown, alphabetize by the first word in the title other than "a", "an" or "the".

<b>1</b>	<b><i>For a book...</i></b> Author's Last Name, Author's First. Title of the Book. City: Publisher, copyright date.	<b>EXAMPLE:</b> Pope, Clifford. Reptiles Round the World. New York: Knopf, 1996.
<b>2</b>	<b><i>For a pamphlet...</i></b> Same as a book...	(see "for a book" above)
<b>3</b>	<b><i>For a videocassette program...</i></b> Title of the program. Videocassette. By Author's Name. Dir. Director's name. Network, copyright date.	<b>EXAMPLE:</b> <u>Incredible Human Machine</u> . Videocassette. By John W. Harris. Dir. Glen P. Wilde, PBS, 1990.
<b>4</b>	<b><i>For a television program...</i></b> "Title of the Episode." Prod. Producer's name. Dir. Director's name. <u>Program Name</u> . Network, date of air.	<b>EXAMPLE:</b> "The Werewolf of Fever Swamp." Prod. J. R. Tielle. Dir. M. Norris. <u>Goosebumps</u> , FOX, May, 18, 1996.
<b>5</b>	<b><i>For a magazine article...</i></b> Author's Last Name, Author's First. "Title of Article." <u>Name of the Magazine</u> . vol (date of the magazine), pages.	<b>EXAMPLE:</b> Coudert, Jo. "The Uniques Sound of a Rattlesnake." <u>Science Digest</u> , 94 (October 1994), 88.
<b>6</b>	<b><i>For encyclopedia article (print or CD)...</i></b> (Look at the end of the encyclopedia article to find the author's name.) Author's Last Name, Author's First. "Title of Article." <u>Name of the Encyclopedia</u> , year ed.	<b>EXAMPLE:</b> Bennett, Albert F. "Snake." <u>The World Book Encyclopedia</u> , 1996 ed.
<b>7</b>	<b><i>For a personal interview...</i></b> Interviewee's Last Name, First Name. Personal Interview. Date of interview.	<b>EXAMPLE:</b> Spielberg, Steven. Personal Interview. May 5, 1995.
<b>8</b>	<b><i>For an e-mail message...</i></b> Author of e-mail message. Subject of the Message. [Online] Available e-mail: name@domain name, date of message.	<b>EXAMPLE:</b> Doe, John. Internet Sites. [Online] Available e-mail: <a href="mailto:ido@aol.com">ido@aol.com</a> , October 23, 2005.
<b>9</b>	<b><i>For an WWW citation...</i></b> Last Name, First. <u>Title of the Site</u> . [Online] Available <a href="http://internet">http://internet</a> address, date you visited the site.	<b>EXAMPLE:</b> Adams, Elva. <u>The Cheetah Spot</u> . [Online] Available <a href="http://www.neocomm.net/~eadams/cheetah.html">http://www.neocomm.net/~eadams/cheetah.html</a> , October 23, 2005.
<b>10</b>	<b><i>For computer software...</i></b> <u>Title of Software</u> . Computer Software Publisher, copyright date. Type of computer, format.	<b>EXAMPLE:</b> <u>Yukon Trail</u> . Computer Software. MECC. 2006. Macintosh, CD.

## SYNTHESIZING INFORMATION: BIBLIOGRAPHY FORM

A bibliography is a list of the works you have consulted in your research. Arrange entries alphabetically by author's last name. If there is no author, arrange by title.

SOURCE	EXAMPLE
<b>BOOK:</b> Author's last name, first name. <u>Full title of book:</u> subtitle. Place of Publication: Publisher, Year.	Yusufali, Jabeen. <u>Pakistan: an Islamic Treasure</u> . Minneapolis, Minnesota: Dillon Press, 1990.
<b>MAGAZINE ARTICLE:</b> Author's last name, first name. "Title of Article." <u>Name of magazine</u> . Day Month Year: Pages.	Gerges, F.A. "Egyptian-Israeli Relations Turn Sour." <u>Newsweek</u> . 12 May 1995: 69-78.
<b>ENCYCLOPEDIA ARTICLE:</b> Author's last name, first name. "Title of article." <u>Name of Encyclopedia</u> . Volume. Place of publication: Publisher, Year.	El-Ayouty, Yassin. "Egypt." <u>Lands and Peoples</u> . Vol.1. Danbury, Connecticut: Grolier, Inc., 1991.
<b>NEWSPAPER ARTICLE:</b> Author's last name, first name. "Title of article." <u>Name of Newspaper</u> . Day Month Year: Section Page Number: Column.	Lancaster, John. "Libya Leader Orders Palestinians Out." <u>Honolulu Advertiser</u> , 10 September 1995: A10:3.
<b>PAMPHLET:</b> Use as much information as given.	"Djibouti." <u>Background Notes</u> . Washington D.C.: Department of State, Bureau of Public Affairs, December 1993.
<b>INTERVIEW:</b> Name of person interviewed. Kind of interview. Date.	Cayetano, Ben. Telephone interview. 15 March, 1999.
<b>FILM , VIDEOTAPE</b> etc.: <u>Title</u> . Writer. Director. Performers. Original release date (if relevant). Medium. Distributor, Year	<u>Amistad</u> . Dir. Steven Spielberg. Perf. Morgan Freeman, Nigel Hawthorne, Anthony Hopkins, Djiman Hounsou. 1997. Videocassette. DreamWorks, 1998.
<b>CD-ROM:</b> Author's last name, first name. "Title of part of work." <u>Title of publication</u> . Name of editor. Publication medium. Place of publication: Publisher, Date.	Miller, Douglas. "Compromise of 1850." <u>The 1996 Grolier Multimedia Encyclopedia</u> . CD-ROM. Danbury, CT: Grolier Electronic Publishing, Inc., 1996
<b>MICROFORM:</b> Author's last name, first name. "Title of article." <u>Name of Magazine or Newspaper</u> . Day Month Year. <u>Title of Source, including category (if relevant)</u> (Year): fiche number, grid number(s).	Rossant, John. "Are the Sands About to Shift Under Saudi Arabia?" <u>Business Week</u> . 15 February 1993. <u>Newsbank:International Affairs and Defense</u> (1993): fiche 48, grids A12-13.
<b>INTERNET WEBSITE:</b> Author's last name, first name. "Title of work, if any." <u>Title of project or database</u> . Name of editor. Date of electronic publication or latest update. Name of any sponsoring institution or organization. Day Month Year (date of access). <electronic address>	Bamburger, Barbara H. "Slave Resistance." <u>The Museum of African Slavery</u> . Ed. Pier Larson. 1997. Dept. of History, John Hopkins University. 12 January 1999. < <a href="http://jhunix.hof.jhu.edu/~plarson/museum/welcome.htm">http://jhunix.hof.jhu.edu/~plarson/museum/welcome.htm</a> >
<b>IMAGES</b> Author's last name, First name. "Title of Image, Sound or Movie." Document date. Title of collection. Protocol and Internet address (Date of download).	NASA. "Laika Practicing Her Space Flight." Image from "Laika, the First Dog in Space." <a href="http://starchild.gsfc.nasa.gov/docs/StarChild/space_level2/laika.html">http://starchild.gsfc.nasa.gov/docs/StarChild/space_level2/laika.html</a> (1 August 2000).
<b>ON-LINE PERIODICAL DATABASE:</b> Author's last name, first name. "Title of article." Original source of article. Day Month Year: Page(s). Product name, Day Month Year (date accessed).	Coniff, Richard. "Frederick Douglass Always Knew He Was Meant to be Free." <u>Smithsonian</u> February 1995: 114-127. <u>SIRS Researcher on the Web</u> . 12 January 1999.