

Checklist for Decision Making

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Thinking Skills

Task: Decision Analysis

- Read a news article about a current event
- Open a new word processing document and type your name, date, and a title
- Analyze the decision using critical thinking skills, by addressing the following questions:
 - What is the *decision* and what can be accomplished by making this decision?
 - What *information* would be useful to decision makers?
 - What *alternatives* are available to decision makers?
 - What are some *possibilities* of each alternative?
 - What *choice* would you make among the alternatives?
- Check the spelling and grammar of your analysis
- Save your document

Activity 2: Survey Data

Task: Statistical Analysis

- Open a new word processing document and type your name, date, and a title
- Select a report that includes statistics on a topic that interests you
- Analyze the statistics, using critical thinking skills to address the questions:
 - What *decision* could be made with this data?
 - What *information* from this data is useful to decision makers?
 - What are some *alternatives* that could be available?
 - What are some *possibilities* of each alternative?
 - What *choice* would you make among alternatives?
- Check the spelling and grammar of your analysis
- Save your document

Activity 3: Decision Definition

Task: Decision Definition

- Choose a topic that has an interesting and important decision
- Open a new word processing document and type your name, date, and a title
- Define the decision, using the following four steps:
 - Brainstorm potential topics for your decision
 - Evaluate the topics and choose one topic
 - Narrow the focus of your topic to one specific decision
 - Find sources to gather enough information to make the decision
- Write questions to guide your research, and address the following considerations:
 - What information do you need to have to make the decision?
 - What kinds of research questions will provide the information you need?
 - What are some different points of view about the decision?
 - What kinds of questions will help you understand the various points of view?
- Check the spelling and grammar of your document
- Save your document

Activity 4: Information Gathering

Task: Note-Taking

- Open a new word processing document and type your name, date, and a title

- Find credible sources on your topic
- Take notes on your topic to answer your research questions and use a variety of note-taking strategies, such as:
 - Quote
 - Paraphrase
 - Summary
 - Facts and data
 - Original ideas
- When taking notes, be sure to:
 - Record the source of each note
 - Use quotation marks when copying exact words
 - Double-check that you have paraphrased or summarized adequately
 - Quote short phrases or sentences in a paraphrase or summary, if necessary
- Save your document

Activity 5: Decision Alternatives

Task: Graphic Organizer

- Open a new word processing document and type your name, date, and a title
- Choose a graphic organizer to represent your decision alternatives, such as:
 - Fishbone (for cause-and-effect relationships)
 - Interaction outline (for cause-and-effect relationships)
 - Clustering diagram, concept map, web (for classify and divide)
 - Compare-and-contrast organizer (for compare and contrast)
 - Venn diagram (compare and contrast)
 - Spider map (definitions)
 - Problem-solution organizer (process)
 - Cycle organizer (process)
- Create a graphic organizer to represent alternative choices for your decision
- Save your document