

**IDENTIFY YOUR
KEY WORDS**

**CHECK YOUR
SPELLING**

**USE A
DICTIONARY AND
THESAURUS**

**USE QUOTATION
MARKS for phrases**
e.g. "The Industrial Revolution"
"Thomas Edison"

BE SPECIFIC

Don't use a, the, and...

FIND SYNONYMS

USE ~ & define:

If searching in Google

**USE ADVANCED
GOOGLE SEARCH**

Use **CONTROL F**
to locate key words quickly
in long articles

RADCAB

**Relevancy, Detail,
Currency & Bias**

**WORD ORDER
MATTERS**

SCAN AND RE-ASSESS