

How do you carry out historical research?

Key Stage: 3

Type: The Archive Centre

Length: 2 hours

Curriculum links: History

Key Themes: Research, Historical Interpretation

Learning Objectives:

- Find out what a document is, and which documents are held by the Norfolk Record Office.
- Understand how we date documents.
- Discover how to access documents through the searchroom and online catalogues.
- Learn out to handle historical documents correctly.

Time	Activity	Details	Resources	
10 mins	Introduction to an archive/ Indenture Game	Look at what an indenture is. Then try and match up the questions and answers about the Norfolk Record Office	Indenture game, oak galls, white gloves, mould and deckle,	Individual
20 mins	Dating documents	Look carefully at the documents and try and place them into chronological order.	Facsimiles of documents	Small groups
20 mins	Tour of the searchroom	Find out how to order up documents and how to use microform	Readers ticket	Class
20 mins	Using NROCAT	Have a look at how to use NROCAT on the screen (depending on pupil numbers have a go in small groups)	Handout (practical handout)	Class/ Small groups

Time	Activity	Details	Resources	
10 mins	Document handling	Find out how to unroll maps, and the 'dos' and 'don't's' of handling other documents	Sheets of how not to handle documents, mock-up of a map	Class
40 mins	Original documents	Look at a selection of 6-8 documents on the chosen topic. Work through worksheets for each document or look at documents and carry out your own research.	Documents, labels, worksheets	Individual / pairs
5 mins	Evaluation	Pupils to write what they have learnt during the session on a post-it note.	Post-it notes, pencils	Individual