Ask yourself what you may already know about the topic. Then think of other you want or need to know.

Read books and magazines on the topic, thinking about your questions. If the reading material is yours, highlight key facts.

Organize your topic into smaller subtopics.

Write down short phrases and key facts you learned in your own words, using the categories or subtopics you set up.

Compare facts and information from one source to another. Try to get some new fact from every source you use.