CHECK YOUR KNOWLEDGE
Building Your Genealogical Skills
Part 2: Research, Module 5 – Organizing

Check all that apply for each question. When finished, click the link at the end to view the answers.

1. Which of the following are NOT tools for organizing the research <u>process?</u>

   ☐ A research plan with a focused objective about a single ancestor.

   ☐ Background research about your ancestor's location and record availability.

   ☐ A Family Group Sheet.

   ☐ Research Log.

   ☐ Genealogical sketch.

2. Organizing your <u>files</u> requires many decisions. Which of the following statements are TRUE?

   ☐ Common organizational schemes include by surname, chronologically, or by location.

   ☐ View your organization strategy as a hierarchy or as a set of nesting dolls.

   ☐ All a woman's documents should be filed under her married name.

   ☐ Write down your organizational scheme before you begin sorting items.

3. Genealogical numbering systems help you:

   ☐ Find your way around a compiled genealogy.

   ☐ Distinguish between same named individuals in your family tree.

   ☐ Ensure that your work is understandable to others.

   ☐ Avoid re-work when conducting research.

4. A digital file naming system should:

   ☐ Help you easily find a file again.

   ☐ Be easy to remember, such as "who, what, where and when."

   ☐ Be fewer than 15 characters per name.

   ☐ Be applied consistently over time.

5. To organize your findings for family, consider doing the following:

☐ Putting together a binder with multi-generational charts, family group sheets and copies of documents.

☐ Creating a genealogical sketch for an individual or couple.

☐ Making copies of your GEDCOM file and distributing it to your family.

☐ Taking a class on how to write a family history.

View answers.

American Ancestors
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