

Big6 Assignment Organizer

- Fill out Big6 #1-5 *before* you begin to take notes and write your paper.
- Fill out Big6 #6 *before* you turn in your assignment.

Name:

Today's date:

Class:

Big6 #1 Task Definition

Determine a purpose and need for information. What am I supposed to do?

What information do I need in order to do this?

Consider writing supporting questions from each of the four categories: Memory, Convergent, Divergent, and Evaluative. **(Use Question Types sheet available in library)**

- List below the questions that you feel you need to answer at this time. You will most likely find interesting additional information as you use print and online resources.

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____
7. _____
8. _____

Big 6 #2 Information Seeking Strategies

Examine alternative approaches to acquiring information.

- List the best sources to find this information. Include print, online resources and human resources, when appropriate. **(Use Search Tool sheet available in library)**

1.
2.
3.
4.
5.
6.
7.
8.

- If using web sites, who will evaluate them for relevancy, accuracy, and authority?
 - I will use only those subscribed to by the school or given to me by my teacher or librarian.
 - I will use a web site evaluation guide if I locate my own web sites, **(Use web site evaluation guide available in Library.)**

If you need help with this (or any) step of the process, please see your teacher or librarian.

Big6 #3 Location & Access

Locate sources and access the information within them.

- School library
- Public or university library
- Personal library
- Online resources
- Personal interview
- Other:

- If using an online reference service or a search engine (such as Google, Yahoo, etc.) list likely key words:

(Circle one)
 and/or/not
 and/or/not
 and/or/not
 and/or/not

Big6 #4 Use of Information

Use a source to gain information. How will I record the information that I find?

- How will I record the information that I find?
 - Take notes using index cards
 - Take notes on notebook paper
 - Take notes using a word processor
 - Take notes using a data chart or other graphic organizer
 - Use a tape recorder, video, or digital camera
 - Other:

- How will I give credit to my sources?
 - Use the RRISD Documentation Guide
 - Use the bibliography forms provided in the library

Big6 #5 Synthesis

Integrate information from a variety of sources. How will I show my results?

- How will I show my results?
 - Written paper
 - Oral presentation
 - Multimedia presentation
 - Other:

- How will I give credit to my sources in my final product or performance?
 - Include a written bibliography
 - Announce sources after the performance or presentation
 - Other:

- Materials I will need for my project or performance (list, separating by commas)

- How much time do I estimate it will take to find the information and create the product? (Circle one)

2-3 hrs. 4-5 hrs. 5-6 hrs. 7-8 hrs. 9-10 hrs. More than 10 hrs.

Timeline for assignment:

Ideas for project (task definition) completed by: _____

Information searching (note taking) completed by: _____

First draft due: _____

Completed assignment due: _____

Big6 #6 Evaluation

*I need to check off **all** of these items before turning in my assignment.*

- What I created to finish the assignment is appropriate for what I was supposed to do in Big6 #1
- The information I found in Big6 #4 matches the information needed in Big6 #1.
- Credit is given to my sources, written in standard citation format.

- I have provided a web site evaluation guide for each individual Internet site used.
- I am in compliance of copyright laws and fair use guidelines. (See brochure In library)
- My work is neat.
- I would be proud for anyone to read this paper.
- Other:

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