

## Research Paper Organizer Using Big 6

Name

Date

Class

### **Big 6 #1 Task Definition**

What is the assignment?

What information do I need to do this? In question format, list below information you need to know at this time. Write down a few initial questions; you will think of other questions as you proceed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### **Big 6 Task #2 Information Seeking Strategies: Where do I find the information I need?**

Examine the various approaches to acquiring information. List the best sources to find this information. In addition, use traditional print and human sources as appropriate.

- 1.
- 2.
- 3.
- 4.
- 5.

If websites are allowed to be used as sources evaluate them for 1. relevancy, 2. accuracy, and 3. authority.

Yes    No    I will use only those evaluated by and provided by my professors or librarian, including the databases to which the school subscribes

Yes    No    I will find free web sites and use the web site evaluation guide for each that I use in my project

**Big 6 Task #3 Location & Access: Find the necessary information**

Locate sources and access the information from within them – Where will I locate these sources? Check all that apply.

college library

personal library

provided by my professor

Internet

Other \_\_\_\_\_

If using a search engine or GALILEO list likely key words.


**Big 6 Task #4 Use of Information: Extract the relevant information**

Use sources to gain information – How will I record the information that I find? Check all that apply.

Take notes using note cards or electronic note cards

Take notes on notebook paper

Take notes using a word processor (e.g. Microsoft Word)

Illustrate concepts

Use a tape recorder, video, or digital camera

\_\_\_ Other \_\_\_\_\_

How will I give credit to my sources?

\_\_\_ I will use the Reference feature in Microsoft Word

\_\_\_ I will use [www.citationmachine.net](http://www.citationmachine.net) and copy-and-paste the citations into my Reference or Works Cited page

**Big 6 Task #5 Synthesis: Organize and communicate results**

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

\_\_\_ written paper

\_\_\_ oral presentation

\_\_\_ multimedia presentation

\_\_\_ performance

\_\_\_ other

How will I give credit to my sources in my final product or performance?

\_\_\_ include a written References (APA) or Works Cited (MLA) page

\_\_\_ after the performance or presentation, announce which sources I used

\_\_\_ other \_\_\_\_\_

Materials I will need for my presentation or performance

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How much time do I estimate it will take to find the information and create the product?

2-3 hours

4-5 hours

6-7 hours

8-9 hours

More than 10 hours

Timeline for assignment

Task definition completed by \_\_\_\_\_

Information Seeking/note taking completed by \_\_\_\_\_

First draft due \_\_\_\_\_

Completed assignment due \_\_\_\_\_

Include here any additional information needed to successfully complete the assignment:

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**Big 6 Task #6 Evaluation**

Before turning in my assignment, I need to check off all of these items:

\_\_\_ The finished assignment is appropriate for what I was supposed to do in Task #1

\_\_\_ The information I found in Task #4 matches the information needed in Task #1

\_\_\_ Credit is given to my sources within the paper and at the end, written in MLA or APA citation format

\_\_\_ I am in compliance of copyright laws and fair use guidelines

\_\_\_ I would be proud for anyone to view this work

\_\_\_ My work is complete and includes heading information (MLA) or a title page (APA)