

Big6 Organizer

Directions: Use this sheet as a worksheet to organize your project. It is intended to aid you in your research; not all questions require a written response.

1. Task Definition

- What am I supposed to do?
- What is the problem I need to solve?
- What are the questions I should answer?
- What type of information do I need?
- How much information do I need?
- Should I narrow my topic?
- What will my finished product look like?

Notes:

2. Information-Seeking Strategies

- What are my possible sources? Books, websites (portals, search engines, subject directories, subscription databases), periodicals, e-mail, interviews, television, video?
- Which search tools and subscription databases should I use? Should I use the OPAC?
- Which are the best sources?

Notes:

3. Location and Access

- Where will I find my best resources?
- Who can help me find the materials I need?
- Can I mine the sources I have for alternate keywords?
- Within my sources, how will I locate information? (Print: tables of contents, indexes, headings, subheadings, bold print, scanning text. Electronic: database strategies, keyword vs. subject, keyword identification, find on page, search within a search)
- Should I investigate other libraries or use interlibrary loan?

Notes:

4. Use of Information—reading, hearing, viewing, interacting

Which information is relevant?

How will I record the information I find—note cards, organizers?

What is the most logical structure for organizing what I have collected?

Are there appropriate quotes? Paraphrases? Ideas to summarize?

How will I give credit to my sources? Do I need permissions for Web publishing or broadcasting?

Notes:

5. Synthesis

How will I organize information from multiple sources?

Can I eliminate information that does not answer my questions or help prove my thesis?

How will I present the results of my research? Format? Structure?

How will I make sure my own voice as a writer is heard?

What conclusions have I made?

Notes:

6. Evaluation

Have I completed the requirements of the assignment?

Is it logically organized, carefully proofread, ethically documented?

How could I have improved the project? What will I do differently next time?

Did I really answer the questions I posed?

Did I use quality evidence to support my argument?

How effective was my research process?

How effective is my product?

Is this my best work?

Notes: