

Name:
Period:
Date:

“Big Six” Assignment Organizer

Fill out Big Six #1-5 before you begin to work on your assignment. Fill out Big Six #6 before you turn in your assignment to your teacher.

Big Six #1: Task Definition

What am I supposed to do? What is the assignment? What is the problem to be solved?

What information do I need in order to do this? What questions do I need answered?

- 1.
 - 2.
 - 3.
 - 4.
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Big Six #2: Information-seeking Strategies

What are the possible sources for me to find this information?

Which of these sources of information will I try first?

Big Six #3: Location and Access

Where will I find these sources?

Who can help me find what I need?

Big Six #4: Use of Information

How will I record the information that I find?

- take notes on notebook paper
- take notes on word processor
- take notes using a data chart
- print information found online
- photocopy information from a book or periodical
- draw pictures
- talk into a tape recorder
- other _____

How will I give credit to my sources?

- record book title, author, publisher, and year
 - record article title, periodical name, author, date, volume #, issue # and page #
 - record web page title, author (if known), web address (URL), date accessed
 - record person interviewed, interviewer, location of interview, and date.
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Big Six #5: Synthesis

What product or performance will I make to finish my assignment?

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

- include a written list of sources (bibliography)
 - after the performance, tell which sources I used
 - other _____
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Big Six #6: Evaluation

How will I know that I have done my best?

(All must be checked before assignment is turned in.)

- My finished product or performance meets the requirements established in step #1
 - The information I recorded in step #4 answers the questions identified in #1
 - I gave credit to my sources (even if I used a textbook)
 - My work is neat
 - My work is complete and includes my full name, the date, and the class period
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