

RESEARCH PLANNER

Your name	
Research topic	
A. What do you already know about your topic?	B. What do you need to know about your topic?
C. Underline the important words in the questions you listed in Step B. Those can be your search terms; list them in the chart below, and think about synonyms or similar words for each search term	
Search Terms	Synonyms
D. List possible sources for finding the information you need	

		Where are we today?				
Done?	The Big6: http://www.big6.com/kids/7-12.htm	M	T	W	Th	F
	<p>1. Task Definition</p> <p>1.1 Define the problem: What does your teacher want you to do? Make sure you understand the assignment.</p> <p>1.2 Identify the information you need to complete the task: What information do you need for the assignment? Write a list of questions to investigate.</p>					
	<p>2. Information-Seeking Strategies</p> <p>2.1 Determine possible sources: List all the places you can find information that will help you answer the questions you listed in step 1.</p> <p>2.2 Evaluate and prioritize sources to pick the best ones: Which sources are available and easy for you to use?</p>					
	<p>3. Location & Access</p> <p>3.1 Locate sources: Figure out where to get the sources you listed in step 2. Get and use the sources one at a time.</p> <p>3.2 Find information within the sources: List the keywords that will help you find the answers to the questions you wrote in step 1. Use those keywords to search for your topic in the table of contents or index of a book, the index volume of an encyclopedia, or the search box in a database or search engine.</p>					
	<p>4. Use Information</p> <p>4.1 Engage the source: Read, listen to, or view the source material to find the information you need. Skim to find subheadings and topic sentences (the first sentence in a paragraph) to take you quickly to key points.</p> <p>4.2 Take relevant information: Take notes by paraphrasing, summarizing, or directly quoting the source. Write down your original ideas, too. Be sure to include a citation for the name of the source, the author, publication date, and the page numbers. Use the note cards in NoodleTools to help organize your information.</p>					
	<p>5. Synthesis</p> <p>5.1 Organize information from multiple sources: Decide how you will put your notes and original ideas together. Consider writing an outline, making a storyboard, sketching your ideas, or writing a rough draft.</p> <p>5.2 Present the information: Follow your teacher's directions for producing the final product. Add your own ideas so that your paper is not just a summary of what you found in other sources. Include a list of your sources.</p>					
	<p>6. Evaluation</p> <p>6.1 Judge your product: Before submitting your paper, compare it to the teacher's requirements. Did you do everything that was required? Did you give credit to all of your sources? Is your work neat and complete? How effective were you?</p> <p>6.2 Judge your process: Think about the steps you took to complete the project. What did you learn that you can use again? What did you do well? What will you do differently next time? Which information sources were useful? How efficient were you?</p>					