

Online planner:

Fill out the information and then print this page.

THINK

Name:

Teacher:

Assignment title:

What is my assignment?

What is my essential question? [Question toolkit](http://www.fno.org/nov97/toolkit.html): <<http://www.fno.org/nov97/toolkit.html>>

What do I already know?

PLAN

What types of sources or materials should I use?

- Almanac
- Dictionary
- Encyclopedia
- Magazine article
- Newspaper
- Non-fiction books
- Web page
- Interview

Where will I find the information?

- My school library
- Browse my school library using
 - Dewey numbers:
 - Card Catalog
 - Online library catalog
- The public library:

- Online subscriptions:
- On the Web
- Letter of Inquiry
- My teacher
- My parents
- Interview with an expert

Keywords

- Topic:
- Synonym:
- Alternate spelling:
- Alternate name:
- Related terms:

When is the assignment due?

READ YOUR INFORMATION

Print sources:

- Read and think about what I read
- Scan each page
- Stop and read carefully important ideas

Electronic sources:

- Read the computer screen
- Read at least 10 sentences on the screen
- Do the 5-finger test, to be sure that I can read it.
- Print only the pages I need. (Ask an adult for help)
- After printing. Read and highlight important ideas

DO

Keep Track

How will I write down my notes?

- On note cards
- On notebook paper
- Use a word processor
- Use a chart (graphic organizer)
- Use a tape recorder or camera
- Other:

END RESULTS

Create your assignment or presentation

- Type written paper
- Speech
- Electronic multimedia presentation
- KidPix slide show
- PowerPoint Presentation
- HyperStudio
- Video
- Display:

Did you do what you were supposed to?

Check off all items before completing assignment.

- Did you complete the assignment on time?
- Do you have all the information you need?
- Have you recorded all of your sources?
- Did I use my own words when I recorded information and presented it?
- Have you answered your essential question?
- Did I do my best work?

Cite your sources

- Worksheet complete
- Final typed list of citations
- Other: