

FINDS Research Organizer

Name: _____ Class: _____ Teacher: _____

Date Assigned: _____ Other Important Dates: _____

Due Date: _____ 



on the information need

1. What specifically did your teacher ask you to do? Write it in your own words.

2. What question(s) do you need to answer?

3. What kind of information do you need to answer the question(s)?

4. What are the key words you will use in your search for information?

5. What are some other related words or terms?

6. Search strategies (keywords and syntax) you might use:

Syntax = AND + OR NOT - "specific phrase"

"A sense of curiosity is nature's original school of education."

-Dr. Smiley Blanton



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A project of the Florida Department of Education, Library Media Services • Administered by the University of Central Florida

Investigate resources to look for an answer

1. What are some sources you can use to find the information?
2. What would be the best sources of information for your questions?
3. Where will you find these sources?

<input type="checkbox"/> your school library media center	<input type="checkbox"/> classroom library/resources
<input type="checkbox"/> another school library (SUNLINK)	<input type="checkbox"/> World Wide Web
<input type="checkbox"/> public library	<input type="checkbox"/> other people _____
<input type="checkbox"/> your home or personal library	<input type="checkbox"/> other _____
<input type="checkbox"/> information from your teacher	
4. Search engine(s) you will use:
5. Online database(s) you will use:

Additional Notes



Note and evaluate facts

1. How will you know if the information is

relevant?

current?

accurate?

authoritative?

2. How will you keep track of the information you find?

note cards

digital camera

graphic organizer

digital note cards

drawings or graphs

video camera

word processor

chart

note paper

other _____

3. How will you organize the information you find?

outline

graphic organizer

other _____

4. How will you give credit to the sources you use?

bibliography

footnotes

other _____

5. Do you know what information to record for each source you use?

yes

no (please see your teacher
or media specialist)

6. Do you know in what format your credits should be provided?

yes

no (please see your teacher
or media specialist)

Additional Notes



Develop information into knowledge for presentation

1. How will you present the information?

- | | | |
|--|--|---|
| <input type="checkbox"/> a written paper | <input type="checkbox"/> music | <input type="checkbox"/> a video |
| <input type="checkbox"/> a Web page | <input type="checkbox"/> a poem | <input type="checkbox"/> a brochure |
| <input type="checkbox"/> a multimedia show | <input type="checkbox"/> an oral presentation | <input type="checkbox"/> a graph or chart |
| <input type="checkbox"/> a display | <input type="checkbox"/> a computer presentation | <input type="checkbox"/> a work of art |
| <input type="checkbox"/> a poster | <input type="checkbox"/> a skit or drama | <input type="checkbox"/> a Weblog |
| <input type="checkbox"/> a debate | <input type="checkbox"/> other _____ | |

Score your presentation and your search

1. Did you:

- | | |
|---|--|
| <input type="checkbox"/> do what you were assigned to do? | <input type="checkbox"/> use the proper format for citations and bibliography? |
| <input type="checkbox"/> answer the research question(s)? | <input type="checkbox"/> check your work for completeness and accuracy? |
| <input type="checkbox"/> do more than one draft or version of your work? | <input type="checkbox"/> use your own words and thoughts about the topic? |
| <input type="checkbox"/> get feedback from others? | <input type="checkbox"/> communicate the information and ideas you wanted to? |
| <input type="checkbox"/> use the feedback from others to make your work better? | <input type="checkbox"/> use rubrics or a checklist provided by your teacher? |
| <input type="checkbox"/> use the best sources of information? | <input type="checkbox"/> learn more about your topic? |
| <input type="checkbox"/> use more than one source of information? | <input type="checkbox"/> learn more about finding and using information? |
| <input type="checkbox"/> give credit to the sources you used? | |

2. Are you:

- | | |
|--|--|
| <input type="checkbox"/> proud of your work? | <input type="checkbox"/> pleased with the information you found? |
|--|--|

3. What would you do differently next time?

