Using the Big6 Process* to Solve Information Problems

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*Big6 Process developed by Michael Eisenberg and Robert Berkowitz
Picture courtesy of Snowy Day by Ezra Jack Keats

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What does “process” mean?

- A process is a series of actions, or steps, that lead to a result, or product.
- Each step in a process is necessary.
- When each step is completed, the product is successful.
What are the steps?

- Step 1. Defining the Task
- Step 2. Selecting Sources of Information
- Step 3. Finding the Information
- Step 4. Gathering & Sorting the Facts
- Step 5. Organizing & Presenting the Product
- Step 6. Evaluating the Results
Why must I learn these steps?

- Each step uses a **skill** that helps you solve any information problem.
- Each step takes you **closer** to finishing your task.
- Each step, when completed carefully, helps you to **finish your task well**.
Let’s take a closer look at these six steps!
Step 1. Defining the Task

1.1 What’s my information problem?
(task, assignment)

1.2 What kinds of information do I need?
(Develop research questions.)
Step 2. Selecting Sources of Information

- 2.1 What are my possible sources of information? (Brainstorm ideas.)

- 2.2 What are my best sources of information? (Choose best sources.)
Step 3. Finding the Information

3.1 Where can I find my sources of information? Who will help me?

3.2 How will I find the information in these sources? (Use book index; use search directories.)
Step 4. Gathering and Sorting the Facts

- **4.1 How do I access the information?**
  (read, view, listen)

- **4.2 How do I take notes?**
  (on graphic organizer)
Step 5. Organizing and Presenting the Product

5.1 How do I **organize** my information?
(e.g., in paragraphs)

5.2 How do I **present** my results?
(e.g., written report, poster, diorama, PowerPoint)

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Step 6. Evaluating the Results

- 6.1 How do I judge my product? (effectiveness)
- 6.2 How do I judge the process I used? (efficiency)
Big6 Organizer

- Complete Steps 1-5 on Big 6 organizer right away.
- Complete Step 6 before passing in project.
- Keep organizer handy for review.

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Note-taking Organizer

- Write notes on graphic organizer.
- Write key facts as single word or phrase.
- Do not write in complete sentences.
*What materials do I need?*

- Make certain you write down on your Big6 organizer all the materials you will need to make your product!
Let’s Review:

- When you do an assignment, you have to define what your task is, select, locate, and use your information resources.

- Then, you organize your information, evaluate your job, and present your results.

- Bravo! You have followed the steps in a process to a successful completion!
Remember,

you can solve any kind of information problem - by following the Big6 steps!*

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