

# Big6™ Writing Process Organizer for Grades 3 - 6

by Barbara Jansen



## Big6 #1: Task Definition—What needs to be done?

1. Prewriting is the first step of the writing process. What does your teacher want you to do? Ask your teacher to explain the assignment if you don't understand.

Write the assignment here in your own words:

2. What information do you need to include in your writing assignment? Ask your teacher if you don't know. Write a list of questions here so you will know what information to "look up" for your paper:

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3. Put a check mark beside any questions that can be answered with information from sources such as books, people and web sites.



**Big6#2: Information Seeking Strategies—What can I use to find what I need?**

1. Make a list of all the possible sources of information (such as books and web sites) that will help you answer the questions that you checked in Big6 #1 Task Definition. Ask your teacher, your librarian or another adult to help you.

Make a list here:

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2. Put a check mark beside each item to which you have access and are able to use. Ask your librarian for help if needed.



### **Big6 #3: Location & Access—Where can I find these resources?**

1. Figure out where you will get these sources. Write the location of each source listed in Big6 #2 Information Seeking Strategies. If the source is a web site, list the web address. Try to use web sites to which your school subscribes. Ask your librarian about these to save time. If your source is a person, figure out how you will contact him or her and make a note of this.
2. Now, find the sources. You may need to get and use some sources one at a time. If so, come back to this step to locate each source.
3. Once you have the source in hand, you must find the information within the source. If you need help, ask your librarian, teacher, or parent for help.



### **Big6 #4: Use of Information—What can I use from these resources?**

1. Read, view, or listen to the sources you have located in Big6 #3 Location and Access. Take notes to answer the questions you wrote in Big6 #1 Task Definition.
2. Take notes on notebook paper or note cards. Write just the words that answer your questions.
3. Be sure to give credit to your sources. Ask for help if needed.



### **Big6 #5: Synthesis—What can I make to finish the job?**

Now it is time to complete the writing process. You should talk to your teacher or librarian if you need help with this.

1. **Prewriting:** You have already completed the note taking part of this step. Make a list of original ideas you will include in your paper. Write your ideas on note cards or notebook paper.
2. **Drafting:** Write the first version of your paper. Include the notes you took from your sources, and give credit to the books, people, and web sites you used.
3. **Conferencing:** Ask your teacher to talk with you about your paper. Be prepared with at least two questions you would like answered about your paper.
4. **Revising:** Read your paper and think about what you have written. Your paper should contain more than other people's ideas or what you found in web sites. It should include a lot of your original ideas as well. Make sure your paper is what your teacher wants. Make changes to improve your work.

Combine short sentences and begin to look at your use of grammar. Revision makes good writing even better.

Talk to your teacher again after you revise your paper. Again, have one or two questions ready to ask about your paper.

5. **Editing:** This may be the most important part of the process. Your teacher or other trusted adult should give you ideas about improving your grammar and spelling, if needed. You must correct all errors.
6. **Publishing:** Try to use a word processor to write your final paper. If you don't have a computer, print or write neatly. Include a list of the books, people, and web sites you used. This list is called a bibliography. The bibliography items should be arranged in alphabetical order by author's last name. Ask your teacher or librarian for information about how to write a bibliography.

Does your assignment include a product to go with your paper? If so, now is the time to make the product.

*\*\*Even though there are several steps to the writing process, it is very important to talk to an adult at each step. You may repeat any step at any time during the process.*



### **Big6 #6: Evaluation—How will I know I did my job well?**

Before you show your paper (and product) to others, make sure it is as perfect as possible. You should be proud to put your name on your paper. You should be able to answer “yes” to all of these questions before you turn in your paper:

1. Did you do everything in the assignment and include all that was required for the paper?
2. Does your final paper show your original ideas as well as other information you found?
3. Did you give credit to all of your sources in a bibliography?
4. Is your paper word processed (or very neatly typed or hand-written if you do not have access to a computer)?
5. Is your paper complete and does it include a title page with heading information (title, your name, your teacher’s name, date, etc.)
6. If your teacher asks for these, did you include your notes, copies of each version, and your list of books, people, and web sites?
7. Would you be proud for anyone to read this paper?
8. Do you understand each step of the Big6 and writing processes? If not, who can you ask for help?