TASK DEFINITION

DEFINE THE INFORMATION PROBLEM

☐ Brainstorm ideas for a trip or speaker...

IDENTIFY INFORMATION NEEDED

☐ Narrow your topic:

1. Where do you want to go or who do you want to come here to speak? Why? (COMPLETE SENTENCES)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What questions will your persuasive letter to Dr. Lavender have to address?

1.

2.

3.
Information Seeking Strategies & Selecting the best sources

☐ Determine all possible sources:

☐ Locate sources

Find the book you need or go online and open up the site given that you believe will answer your research questions. Use search methods from the BrainPop video. Write down here the search term(s) you used that gave you the best result. Include "" or - if you used them.

☐ Find information within sources

_____ Check off when you are done READING the information

☐ Select the best sources

You will need to answer the following about your source(s):

1. What is the web address of the source? http://

2. Why is this the best source of information for your persuasive letter? Explain in complete sentences.

3. Will this source provide all the information you need for your letter? YES OR NO

4. If no, what additional source will you use? 

5. Cite your source(s) in MLA junior format using noodletools.com Print this out and hand in with your letter.
Using the graphic organizer, create an outline of your letter. Be sure to answer all questions from step 1 and include any additional information you believe is necessary.
PRESENT THE INFORMATION
In this case, this means write your business letter in the style your teacher taught you using your outline/organizer to make sure all your reasons and facts are included in your letter. This first draft will be your rough draft.

EVALUATION

EDIT AND REVISE YOUR LETTER
This includes having a peer read and give suggestions, spell checking and grammar checking on the computer, and re-reading yourself to make corrections.

CREATE A POLISHED, FINAL DRAFT
Print out your final copy and sign it.

JUDGE THE PRODUCT (EFFECTIVENESS) & THE PROCESS (EFFICIENCY)
Answer the following questions:

1. I used a good resource(s) to gather facts and I read & took notes on the source(s).
   Not quite  Almost there  Way to go!

2. My paragraphs included three reasons for Dr. Lavender to agree to my idea from my research.
   Not quite  Almost there  Way to go!

3. My research was presented in correct business letter form as taught by my teacher.
   Not quite  Almost there  Way to go!

4. My paragraphs had good sentence structure.
   Not quite  Almost there  Way to go!

5. I used correct principles of grammar.
   Not quite  Almost there  Way to go!

6. I wrote a rough draft.
   Not quite  Almost there  Way to go!

7. I shared my rough draft with a friend to peer edit.
   Not quite  Almost there  Way to go!

8. I edited for correct use of capitalization, punctuation, and spelling.
   Not quite  Almost there  Way to go!

9. I published my letter in a polished final draft.
   Not quite  Almost there  Way to go!