



4-H Briefs

Fun ideas to help members and families explore 4-H projects

Oklahoma Cooperative Extension Service 4-H Youth Development

Organizing

FOCUS:

Reading- considering written ideas, thoughts, information, and messages

LEARNER OBJECTIVE:

organizing, researching, and developing a central idea

BACKGROUND:

Part of the research process involves organizing the information you have gathered. After you have completed gathering materials, talking to people and taking notes, you will have a lot of information that needs to be organized. Organizing information is a way of beginning the process of deciding what order the information should be presented. By organizing your notes you can also decide which information is the most important and which areas you will need more information.

MATERIALS:

- Note cards from previous activity
- Pencil
- Paper

PROCEDURE:

After you have completed gathering materials, talking to people, and taking notes, it is time to organize all that information!

You will need to use the note cards filled with information from the previous activity. To help you get started you will need to sort the cards by topic. Place all cards with the same headings in piles, creating a new pile for each different heading. This will help you organize the information you have gathered.

Once you have separated the information by topic, write the major categories you found on the piece of paper.

DISCOVERY:

1. Did you find a pattern developing on the categories of the information you gathered?
2. What are some of the areas on which you need more information?
3. Did you encounter any problems? What were the problems and what did you do to overcome them?

PIECING IT TOGETHER:

Learning to organize information will be helpful in other aspects of your life besides preparing for a research paper. Can you think of what some of these aspects might be and how organization might be helpful? Discuss.

TRY THIS:

After you have sorted through your notes, decide what the thesis, or controlling idea, of your paper is.

Write the thesis or central idea for your paper on the lines below. Keep this in mind as you write your paper.

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*Oklahoma Cooperative Extension Service
Oklahoma State University
Stillwater, Oklahoma*