

OPERATION RESEARCH

STAGE 1: Task Definition

Define the task.

Identify the information needed to complete the task.

STAGE 2: Location and Access

Locate sources.

Find the needed information within the source.

STAGE 3: Use of Information

Engage in the source (read, hear, view, touch).

Extract relevant information.

STAGE 4: Synthesis into a speech

Organize information from multiple sources.

Present the information.

STAGE 5: Evaluation (Reflection)

Judge the process (efficiency). Judge the product (effectiveness).

**RESEARCH COMMENCEMENT SPEECH REQUIREMENTS!**

GOAL: ***\*\*Your topic must be approved by the teacher before beginning.***

*Your initial goal is to do* **research on an influential/heroic individual** *of interest to you, but that you do not already know a lot about.*

*Your research topic is set to give a speech at this year’s Brighten Academy graduation ceremony. The final goal is for you to* **give an informative introductory speech** *that informs the audience about your research topic. It is important to choose someone that is interesting to both you and your audience. Also, keep in mind that you are not trying to persuade us to do anything, you are just informing us about the person giving the speech.*

WRITTEN REQUIREMENTS:

*You will need to turn in the following items before giving your speech:*

* *Completed* **OPERATION RESEARCH packet**
* **Bibliography (list of at least 3 types of sources used**) *This will be typed using the format given to you in class.*
* **Note Cards/Written Intro** *You should be prepared to present your speech from either a piece of paper or note cards. You will lose points if your speech is obviously un-rehearsed or if you read it word-for-word. Your notes will only be used to help you keep on track during your presentation.*
* **A folder** *containing all of your notes, copies, and printouts collected during your research.*

VISUAL AID REQUIREMENTS:

*All speeches must have* **AT LEAST 1 visual aid***. There are a variety of possibilities: posters, objects to show us, costumes, photographs, videos, etc. Be sure that it illustrates something connected to your topic. The images must be large enough to see at the back of the room. If you’d like, you may create a handout to share with your classmates about the topic. Your visual aid must be included in your speech. It is unacceptable to hold it up at the end and say, "Oh yeah, here's my visual aid."*

TIME REQUIREMENTS:

*Your speech should be between* **3-6 minutes***. Keep in mind that there will be point penalties if you are over or below the time limit.*

EVALUATION:

*You will be graded on the content of your speech, completion of the requirements listed on this page, and your speaking skills. A copy of the evaluation rubric is included in your OPERATION RESEARCH packet.*

# Stage One: Task Definition

* 1. Define the heroic/influential individual you chose.
  2. Identify the information needed.

### What needs to be done?

Who do I want to learn about and share with my class in a speech? To determine this, answer the following questions:

Who I have chosen to introduce for my speech? (Be specific)

What types of information do I need to give a speech on this topic?

In the space below, list 10 questions you have about the individual you are researching. Later, you will use your questions to help narrow your topic.

Look over your questions. Do you see some questions that go together in categories? What categories can you make? Circle similar topics in the same colors. List your categories below.

# Stage Two: Location and Access

2.1 Locate sources (intellectually and physically)

* 1. Find information within sources

For this project, you may start with a Wikipedia site for an overview of your research topic. This will be a SECONDARY source. The info is useful but you will also need to look at two other sources that Wikipedia used in researching the passage.

List the three resource you found and tell us the type of resource it is. You may list more than three if you wish.

#### Resource type:

(Book, Encyclopedia, Magazine, etc.)

#1

#2

#3

#4

#5

# Stage Three: Use of Information

* 1. Engage (e.g., read, hear, view) the information in each source
  2. Extract relevant information from a source (take notes)

What can I use from these resources? I need to read, view, or listen to the sources I have found; evaluate them for validity, bias, & usefulness; take notes; and write down the sources I am using on a CITATION SHEET.

For Internet sources: Be sure to evaluate each site you use for bias, validity, and usefulness. Use the Internet Citation Checklist sheet as your guide.

### What you need to do:

Use the CITATION SHEETS provided. Use one sheet for each source you will be using information from. If you need additional sheets, please get them from your teacher. Be sure to do the following on each sheet:

* + 1. Fill in all appropriate lines for your source
    2. Label each source with a capital letter [Step 3 “code”]
    3. Use the same letter to add your source to the Stage 3 page
    4. Take notes from your source. Remember:
       1. Be brief.
       2. Do not use complete sentences.
       3. Write down information in your own words.
       4. Put anything you copy exactly in quotation marks.

Use the back of each sheet or a separate page to write your notes.

#### \*\*\*REMEMBER: You need at least 3 sources to gather enough information for a 3-6 minute speech and meet the requirements for your final bibliography.

**Works Cited Graphic Organizer**

# Book

|  |  |
| --- | --- |
| Author or Editor\* |  |
| Title |  |
| Publisher |  |
| City of Publication |  |
| Copyright Date |  |
| Volume |  |

**Magazine/Newspaper Article**

|  |  |
| --- | --- |
| Author |  |
| Title of Article |  |
| Title of Journal |  |
| Issue/ Month/Year |  |
| Page |  |

**Web Site**

|  |  |
| --- | --- |
| Title of Web Site |  |
| Author\* |  |
| Date Created\* |  |
| Org. Responsible |  |
| Date Visited |  |
| Web Address | http:// |

**Citation #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Citation#2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Citation#3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[HINT: Visit** http://www.citationmachine.net/**to run a search on Web sites you visit to find out some of the information above.}**

**Stage Four: Synthesis** *(Putting it all together)*

4.1Organize information from multiple sources

* 1. Present the result

What do I need to do to finish the job? How can I put together the information that I have gathered into a speech? How will I organize the material I have found and the notes I have taken?

### What do I have to do?

* + 1. Using the **Speech Organizer** sheet provided to make a brief outline of your speech. What will your major topics be? What will you tell about each topic? In what order will you present the information?
    2. What sort of visual aid will you use? How will you present it? Make a notation on your **Speech Organizer** that shows when you will refer to your visual aid(s).

Describe your visual aid on the lines below. Be specific.

Make, gather or prepare your visual aid.

* + 1. Make note cards, or write up your speech.
    2. Practice giving your speech. The more you practice, the better and easier it will be. Practice out loud and in front of an audience if you can. You can look at your cards briefly to help keep you on track, but your speech should be memorized!
    3. Type up your bibliography. Use your bibliography guidelines sheet and rubric to guide you.
    4. What do you still need to do to be prepared for your speech and to complete all of the requirements for OPERATION RESEARCH Look through the pages in this packet and the grading rubric, then list what still needs to be done.

SPEECH ORGANIZER\*\*

ATTENTION GETTER: A

story (very brief), appropriate joke, humorous anecdote, compelling fact or statistic…

whatever you plan

to do to grab the attention of your audience.

INTRODUCTION: The reasons for choosing this topic, setting the stage for the rest of the speech, summarizing what is to come and/or make a transition from your attention-getter to the body

of your speech. **1)**

BODY: The “meat” of your presentation - the information you want to share supported by facts from your research. May include statistics, quotes, evidence, etc. that fit in with each of the

**2)**

3 main points you hope to share.

## 3)

CONCLUSION: Review your main points in a new way, restating important information from your research.

FINAL STATEMENT:

The last thought you want to leave with your audience.

This should be something memorable and creative to leaving a lasting impression.

\*\* REMEMBER to plan where you will feature your visual aides throughout your presentation!

# Stage Five: Evaluation (Reflection)

* 1. Judge the result (effectiveness)

5.2Judge the information problem-solving process (efficiency)

After you give your speech, complete the front and back of this sheet. Use complete sentences.

1. Overall, how did your speech go today? Explain.
2. Describe the best part of your speech. Be sure to tell why it was the best.
3. What could you have done better? How?
4. How well did you plan for your speech? Were you ready? How will you plan differently next time?
5. What did you learn about the research process and giving a speech?

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#### Self-evaluation continued:

**Please rate yourself from 1 to 5 on each element below.**

**1 improvement needed, 3 average, 5 excellent, couldn’t have done better.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I was able to locate resources appropriate to my topic. | 1 | 2 | 3 | 4 | 5 |
| I was able to find at least three types of sources. | 1 | 2 | 3 | 4 | 5 |
| I followed the instruction sheet for writing a bibliography carefully. | 1 | 2 | 3 | 4 | 5 |
| I asked for help when I wasn’t sure what to do. | 1 | 2 | 3 | 4 | 5 |
| My citation sheets were as complete as possible | 1 | 2 | 3 | 4 | 5 |
| I used my time well in the media center. | 1 | 2 | 3 | 4 | 5 |
| I completed each step on time. | 1 | 2 | 3 | 4 | 5 |
| I read through all my research, looked up words I didn’t know, and then took notes before writing my speech. | 1 | 2 | 3 | 4 | 5 |
| I planned the use of my visual aid as part of my speech | 1 | 2 | 3 | 4 | 5 |
| I organized my notes in a meaningful way. | 1 | 2 | 3 | 4 | 5 |
| I had the right amount of information for the time limit. | 1 | 2 | 3 | 4 | 5 |
| I created a presentation that was logical and well-organized | 1 | 2 | 3 | 4 | 5 |
| I created a presentation that contained original ideas. | 1 | 2 | 3 | 4 | 5 |
| My visual aid was large enough to be seen by the back row of the class. | 1 | 2 | 3 | 4 | 5 |
| My visual aid showed creativity and time spent. | 1 | 2 | 3 | 4 | 5 |
| I practiced my speech out loud until it was flawless. | 1 | 2 | 3 | 4 | 5 |
| I glanced at my notes, only to keep on track, and looked at the audience most of the time. | 1 | 2 | 3 | 4 | 5 |

**EVALUATION RUBRIC: Introductory Speech**

### NAME: Topic:

**INTRODUCTION- (10 Points):**

*Attention Getter/Lead* ***(5 pts.)*** *\_\_\_\_\_\_\_\_*

*Explains reason for choosing this topic* ***(5 pts.) \_\_\_\_\_\_\_\_***

**BODY- (25 points):**

*\_\_\_\_\_Information shared is supported with facts from research* ***(20 pts.) \_\_\_\_\_\_\_\_*** *Organizational pattern makes sense and is easy to follow* ***(5 pts.)* CONCLUSION- (10 points):**

*Reviews main points* ***(5 pts.) \_\_\_\_\_\_\_\_***

*Provides a memorable, creative conclusion* ***(5 pts.) \_\_\_\_\_\_\_\_***

**DELIVERY- (30 points):**

*Within required time limit: 4-6 minutes* ***(5 pts.) \_\_\_\_\_\_\_\_***

*Eye Contact* ***(5 pts.) \_\_\_\_\_\_\_\_***

*Gestures/Movements/Stance (including handling of note cards, visuals)* ***(5 pts.)\_\_\_\_\_\_\_\_***

*Vocal Expression (rate, pitch, and volume)* ***(5 pts.) \_\_\_\_\_\_\_\_***

*Visual aid (effectiveness, size, use of)* ***(5 pts.) \_\_\_\_***

*Well-prepared/practiced (Obviously rehearsed, flows well)* ***(5pts.) \_\_\_\_\_* COMMENTS:**

\*TOTAL of 75 POINTS POSSIBLE… YOU EARNED:

Internet Citation Checklist



Use the checklist below to check your Internet citations when you complete your research.

I checked the websites I used to make sure they were reliable and from a trustworthy source.

I cited the author and title of each website I used.

I cited the Web address of each website I used. I double- checked the Web address to make sure it was correct.

For each website I used, I noted the copyright date listed on the site.

For each website I used, I noted the date I found the information.

I checked that I wrote each of my Internet citations in the correct format:

Author. Web Site Title. Web address. Copyright Date. Found on (Retrieved:

list date you found the information).

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