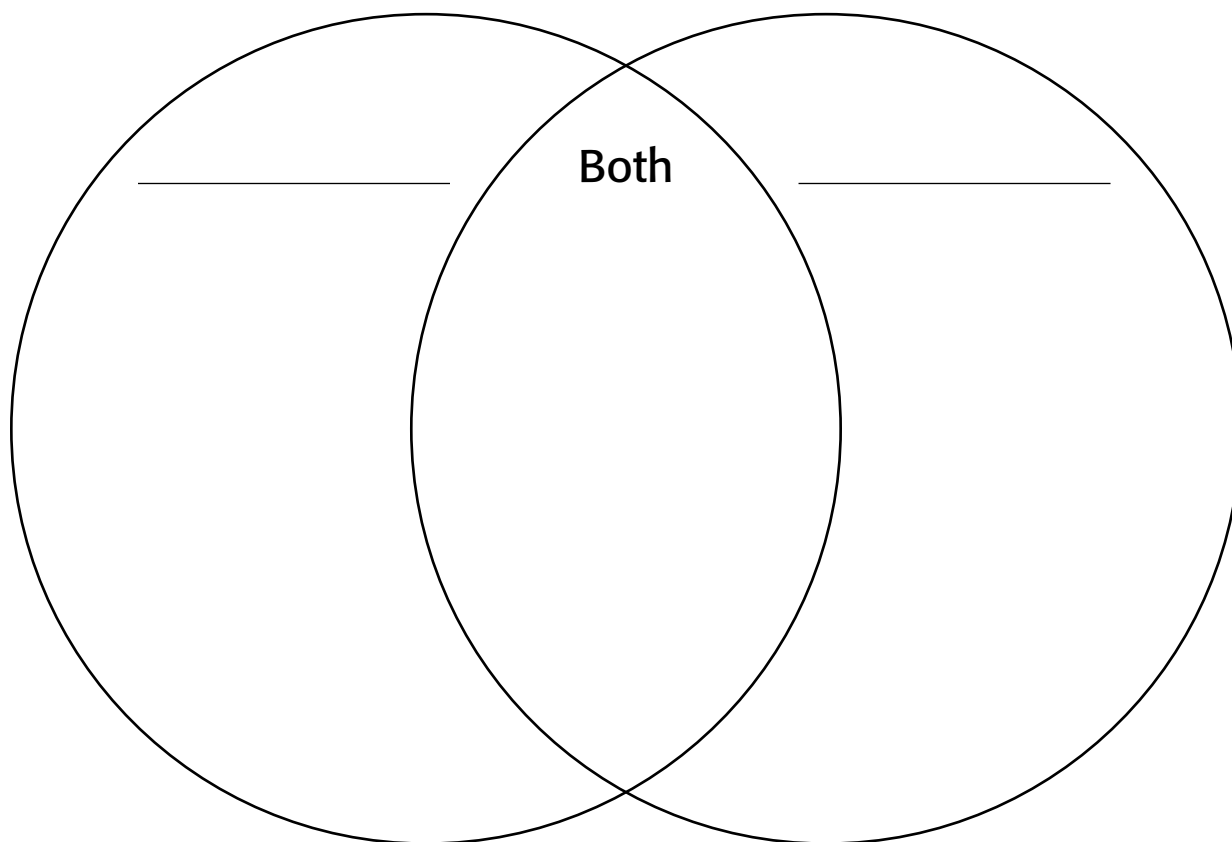


## Venn Diagram

### Compare and Contrast

► Use a Venn Diagram for listening and speaking, writing, and viewing activities.

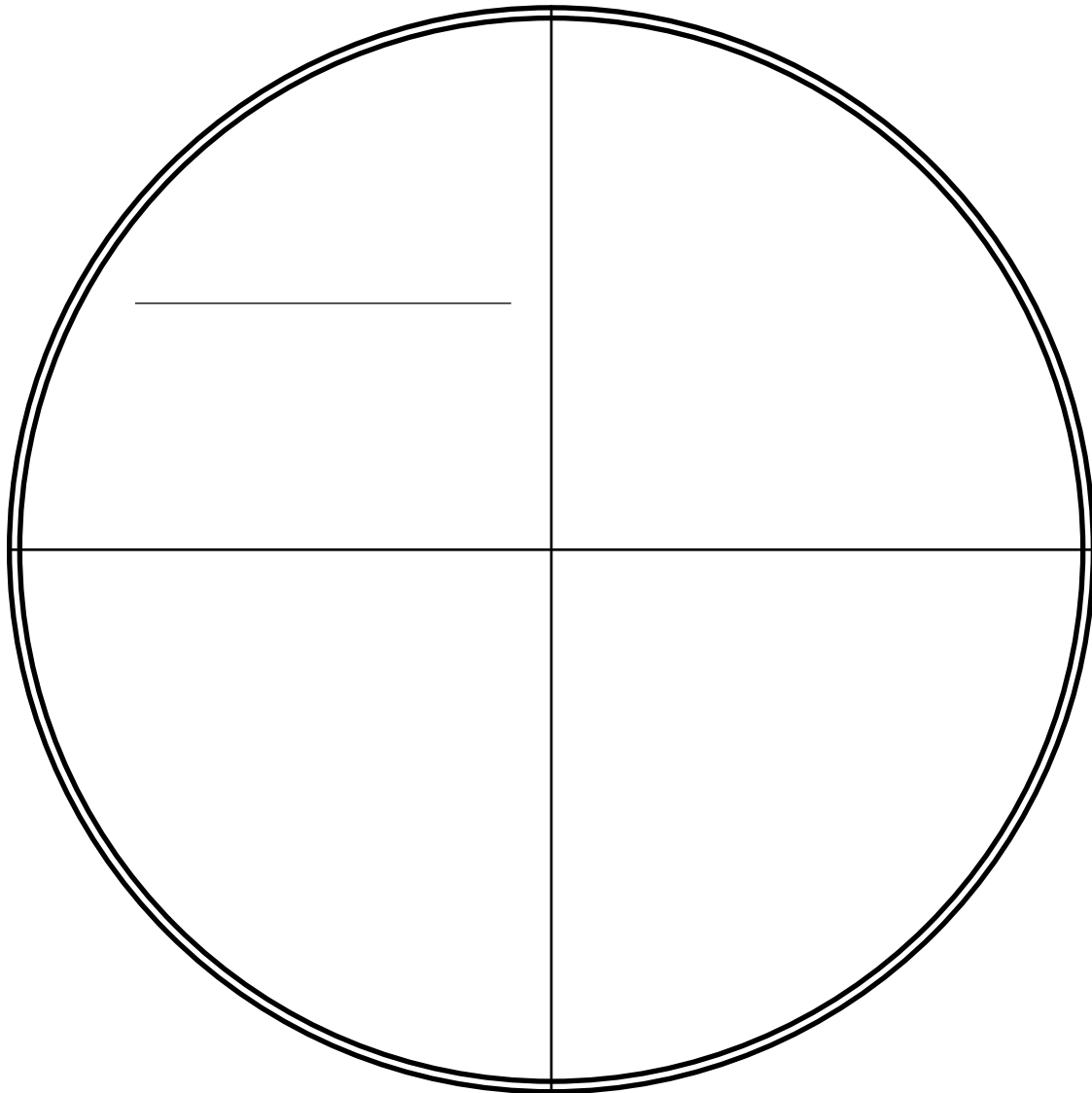
1. Write the two things you are comparing on the lines in the two circles.
2. List ways the two things are different under the lines.
3. List ways the two things are alike in the space where the circles overlap.



## Word or Concept Wheel

➤ Use a Word (Concept) Wheel to help build your vocabulary and better understand word meanings.

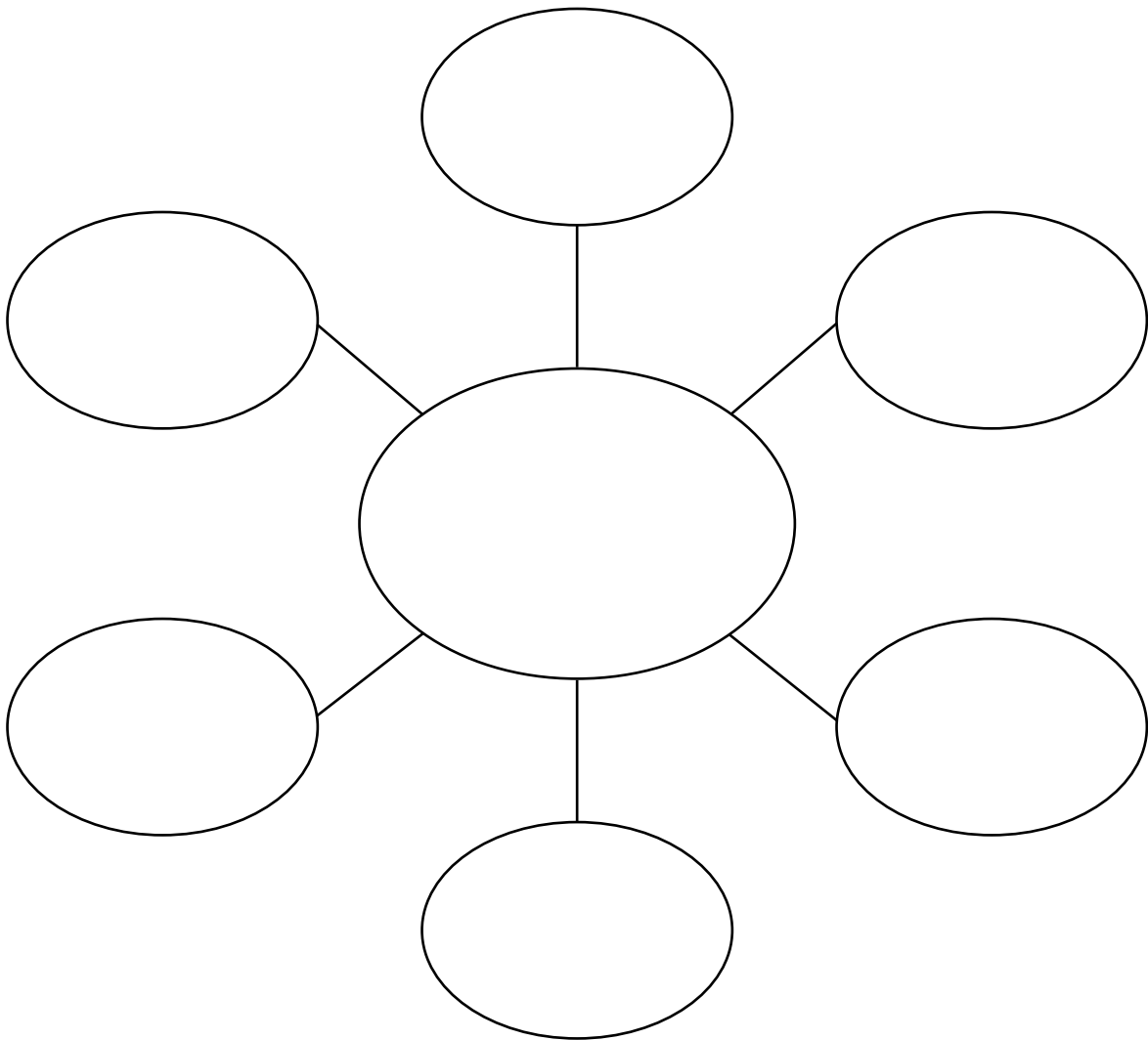
1. Write the key word or concept on the line in the wheel.
2. Write the dictionary definition of the key word or concept below the line.
3. Write related words in the other sections.



## Web

► A Web is useful for building vocabulary or for main idea and details.

1. Write the main vocabulary word or main idea in the large oval in the middle.
2. Write related vocabulary words or details in the smaller ovals.
3. Add or delete ovals as needed.

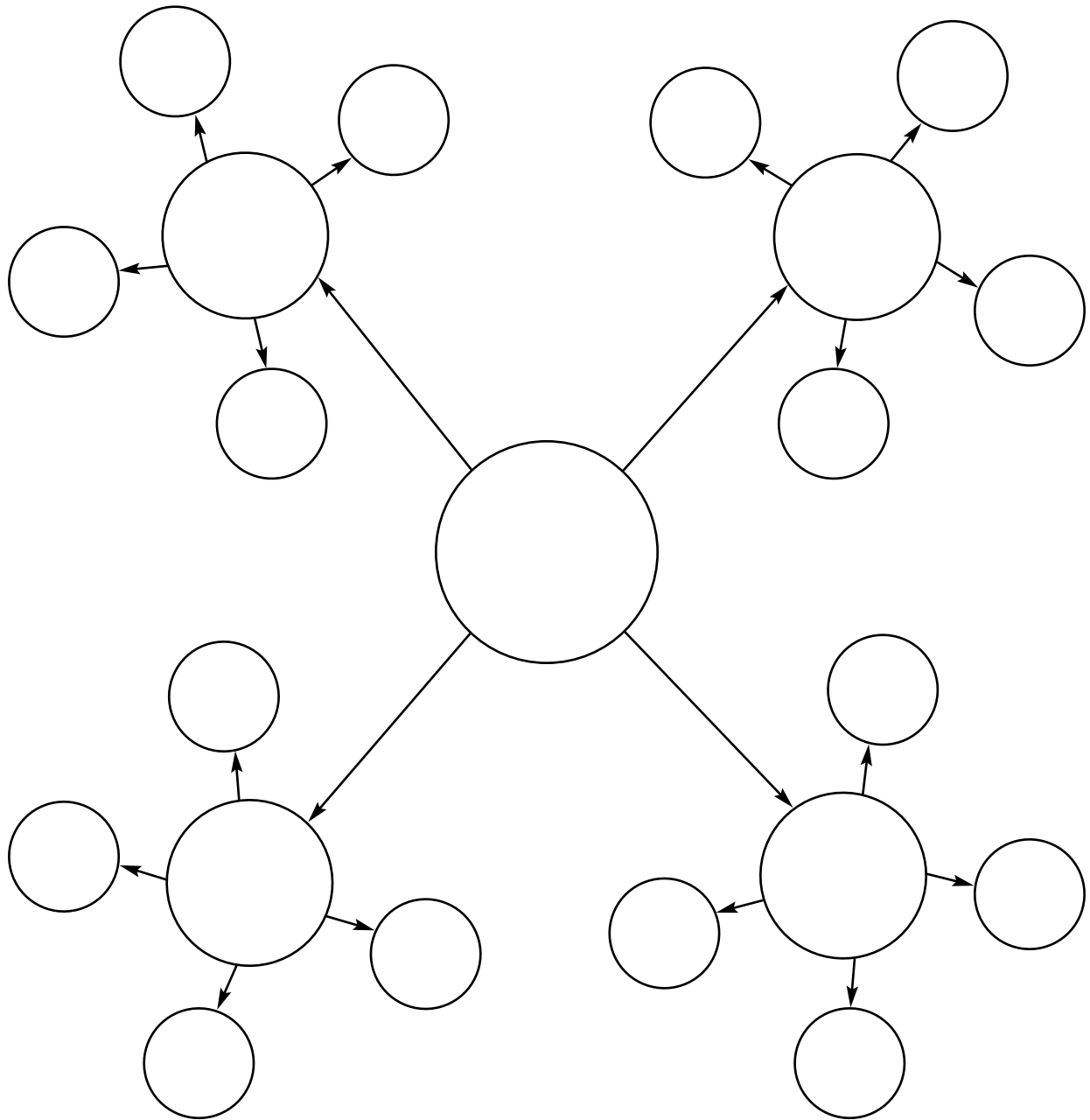


# Cluster Map

## Compare and Contrast

► Use a Cluster Map to help you organize your ideas.

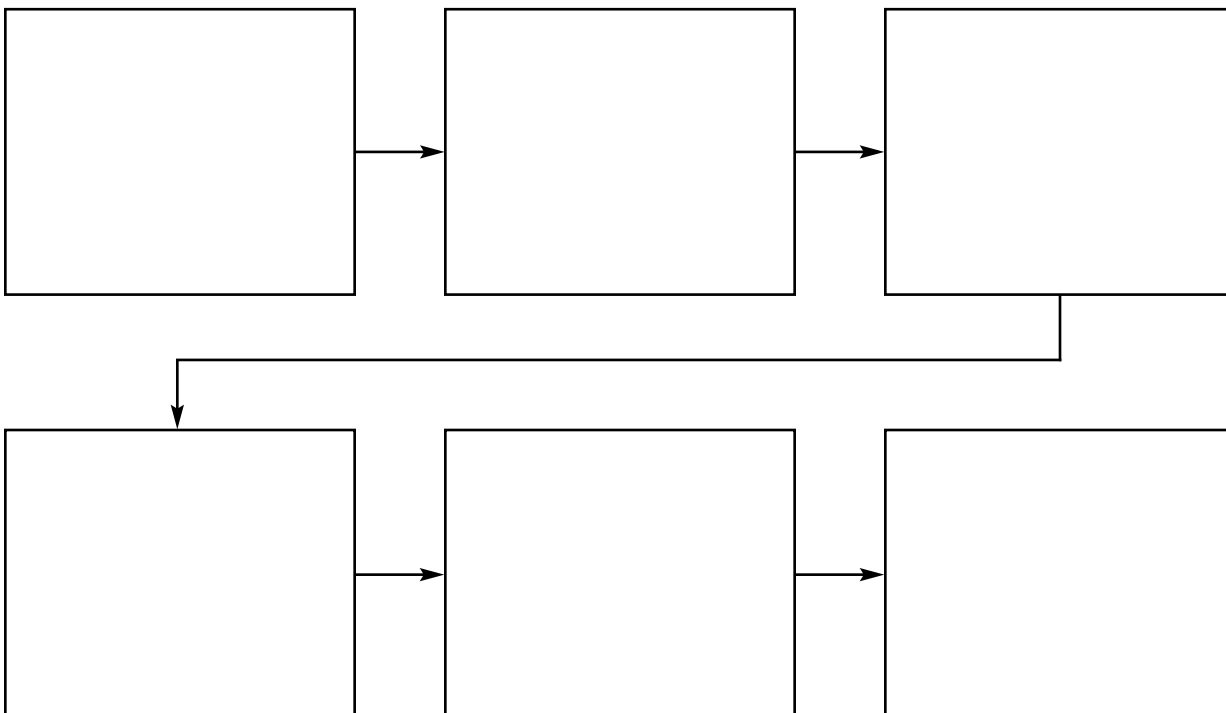
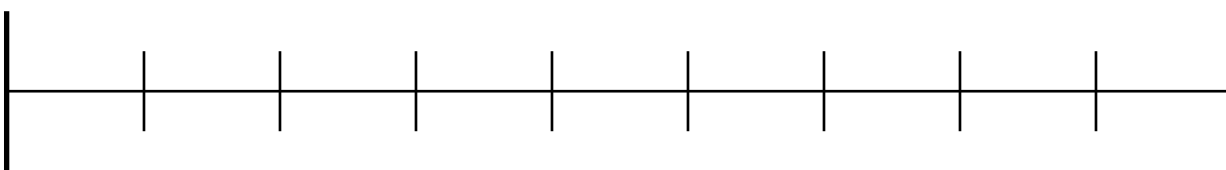
1. Write the topic in the largest circle.
2. Write the main ideas about the topic in the medium circles.
3. Write details about the main ideas in the smallest circles.



## Timelines

► Select one of the timelines to show order of events.

1. Write the events in the order they took place.
2. On the left, write the first event and the date.
3. On the right, put the latest event and the date.

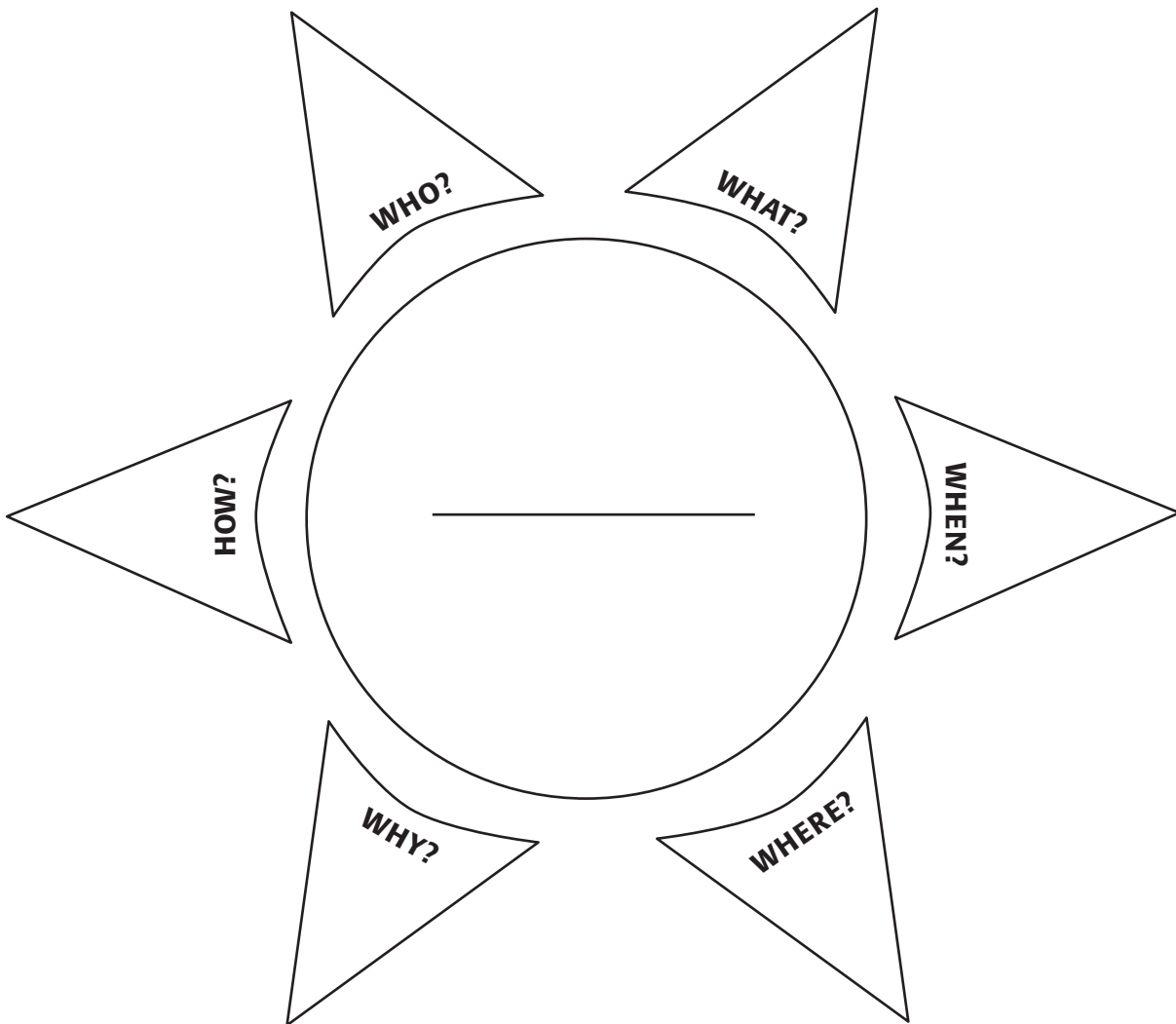


# Sunshine Organizer

## Reporting

► Use a Sunshine Organizer to help you answer questions about a story or to write a report.

1. Write the topic in the circle in the middle.
2. Write answers to the *wh*- questions next to the triangles.



# Word Squares

## Build Vocabulary

► Use Word Squares to help you remember the meanings of new words.

1. Write a new word you do not know in the **Word** box.
2. Use a dictionary or glossary. Write the meaning of the word in the **Meaning** box.
3. Draw a symbol to remember the word in the **Symbol** box.
4. Write a sentence with the word in the **Sentence** box.

<b>Word</b>	<b>Symbol</b>	<b>Word</b>	<b>Symbol</b>
<b>Meaning</b>	<b>Sentence</b>	<b>Meaning</b>	<b>Sentence</b>
<b>Word</b>	<b>Symbol</b>	<b>Word</b>	<b>Symbol</b>
<b>Meaning</b>	<b>Sentence</b>	<b>Meaning</b>	<b>Sentence</b>
<b>Word</b>	<b>Symbol</b>	<b>Word</b>	<b>Symbol</b>
<b>Meaning</b>	<b>Sentence</b>	<b>Meaning</b>	<b>Sentence</b>

## Know/Want to Know/Learned Chart (KWL)

1. Write the topic in the top box.
2. Write things you **know** in the first column.
3. Write things you **want to know** in the second column.
4. Write things you **learned** in the third column.

<b>Topic:</b>		
<b>Know</b> What do I already know about the topic?	<b>Want to Know</b> What do I want to know about the topic?	<b>Learned</b> What did I learn about the topic?

## Storyboard

► Use a Storyboard to summarize, outline, and show sequence with pictures and words.

1. Write a sequence of the most important events in a story.
2. Put the events in the order in which they happened.
3. Draw a simple picture above each sentence if you wish.

**1.**

**First,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.**

**Second,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.**

**Third,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4.**

**Fourth,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5.**

**Fifth,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6.**

**Finally,** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Two-Column Chart

### Taking Notes

- Use this chart when you read and take notes on Main Idea/Details, Fact/Opinion, Cause/Effect, Problem/Resolution, Words/Synonyms (or Antonyms), and Advantage/Disadvantages.

1. Write the topic or title in the top box.
2. In the left column, write the first word; for example: Main Idea.
3. In the right column, write the second word; for example: Details.


## Three-Column Chart

### Categorize or Classify

► Use this chart for analyzing characters, style, mood and tone, or for vocabulary words and their connotative and denotative meanings.

1. Write the topic or title in the top box.
2. Write the names of the three categories in the next box.
3. List words in the three categories as appropriate.


## Paragraph

1. Write in a notebook or on the computer.
2. Write a topic sentence, supporting details, and a closing sentence.
3. Use a dictionary or computer software for help with words and spelling.

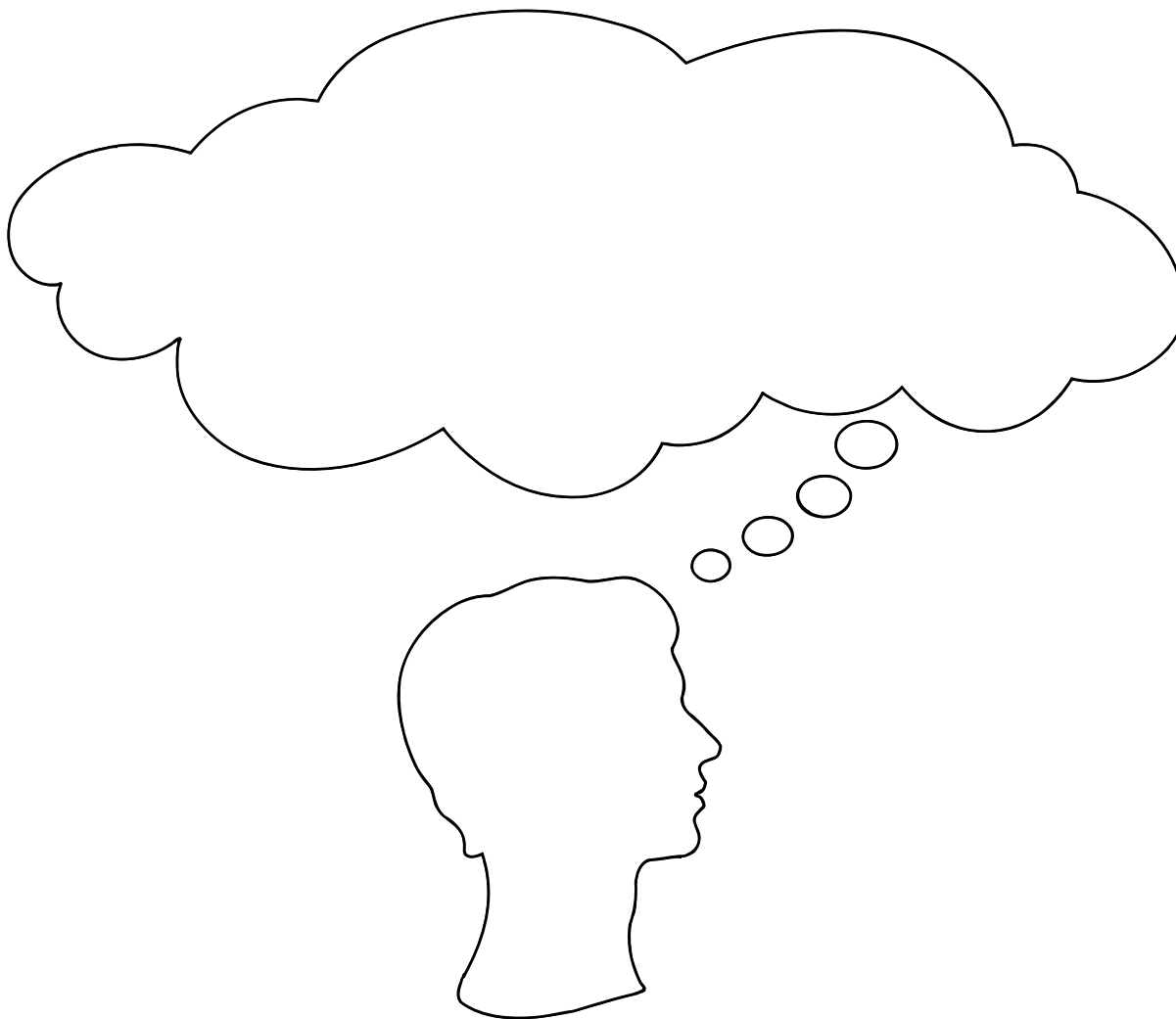
<b>Title</b>	
<b>Indent</b>	<hr/> <p style="text-align: center;"><i>(Topic Sentence)</i></p> <hr/> <hr/> <p style="text-align: center;"><i>(Details, Supporting Facts, Examples)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;"><i>(Closing Sentence: topic sentence with different words)</i></p> <hr/> <hr/> <hr/>

# Open Mind Diagram

## Characterization

- Use an Open Mind Diagram to analyze characters. Choose from the **Topics** in the chart and write what the character is thinking.

Topics				
Describe the character's <b>traits.</b>	Write what the character is thinking. <b>(motivation)</b>	Write about the character's <b>conflicts.</b>	Describe a character's <b>point of view.</b>	Write about the character's <b>relationships.</b>



# Narrative

## Brainstorming

► Use this graphic organizer for listening/speaking presentations and for writing.

<b>Headings</b>	<b>Notes or drawings to help you plan your presentation/writing</b>
<b>Title</b>	
<b>Who? What? When? Where? Why? How?</b>	
<b>First Event</b>	
<b>Complication</b>	
<b>Resolution</b>	
<b>Summary or Conclusion</b>	

# Narrative

## Draft

► Use this graphic organizer when you write your first draft. Use transition words.

Title Page	<p style="text-align: center;"><b>Title</b></p> <p style="text-align: center;"><b>Name</b> <b>Date</b></p>
Beginning	<p><b>Indent</b> <b>Introduction</b></p>
	<p><b>Indent</b> <b>Body</b></p>
Middle	<p><b>Indent</b></p>
	<p><b>Indent</b></p>
End	<p><b>Indent</b> <b>Conclusion or Resolution</b></p>

# Chronological Order

## Narrative or Informational Text

► Use this graphic organizer when you write in chronological order.

	<b>Title</b>
Beginning	<b>Indent</b> <b>Setting</b> Who? What? When? Where? Why? How?
	<b>Indent</b> <b>Events in Time Order</b> Event 1
Middle	<b>Indent</b> Event 2
	<b>Indent</b> Event 3
	<b>Indent</b> Event 4
End	<b>Indent</b> <b>Conclusion/Ending</b>

## Persuasive – Debate and Writing

### For and Against

► Use this graphic organizer when preparing an oral or a written persuasive presentation.

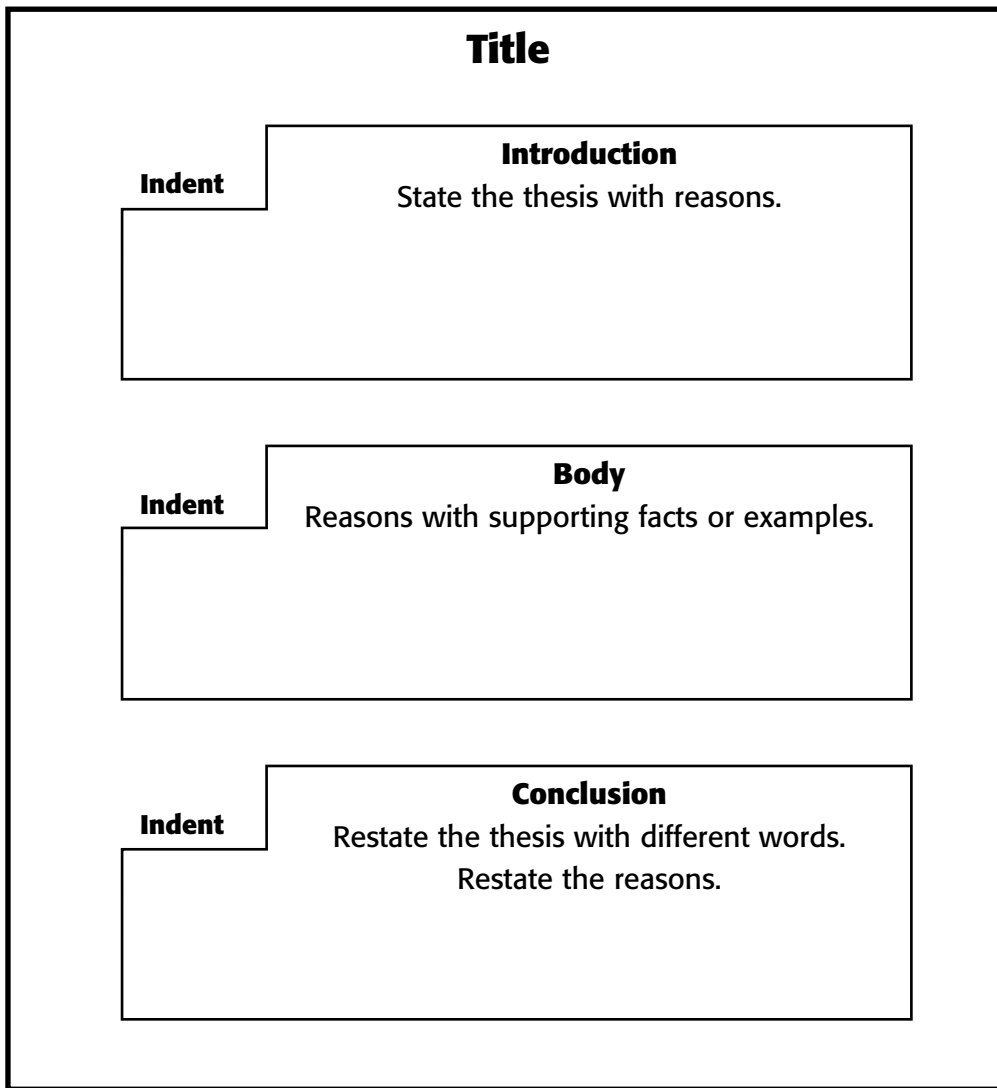
ARGUMENTS FOR	SUPPORTING EVIDENCE
1.	
2.	
3.	
ARGUMENTS AGAINST	SUPPORTING EVIDENCE
1.	
2.	
3.	
CONCLUSION or SUMMARY	

# Persuasive Essay

## Three Paragraphs

► Use this graphic organizer for oral presentations or writing assignments.

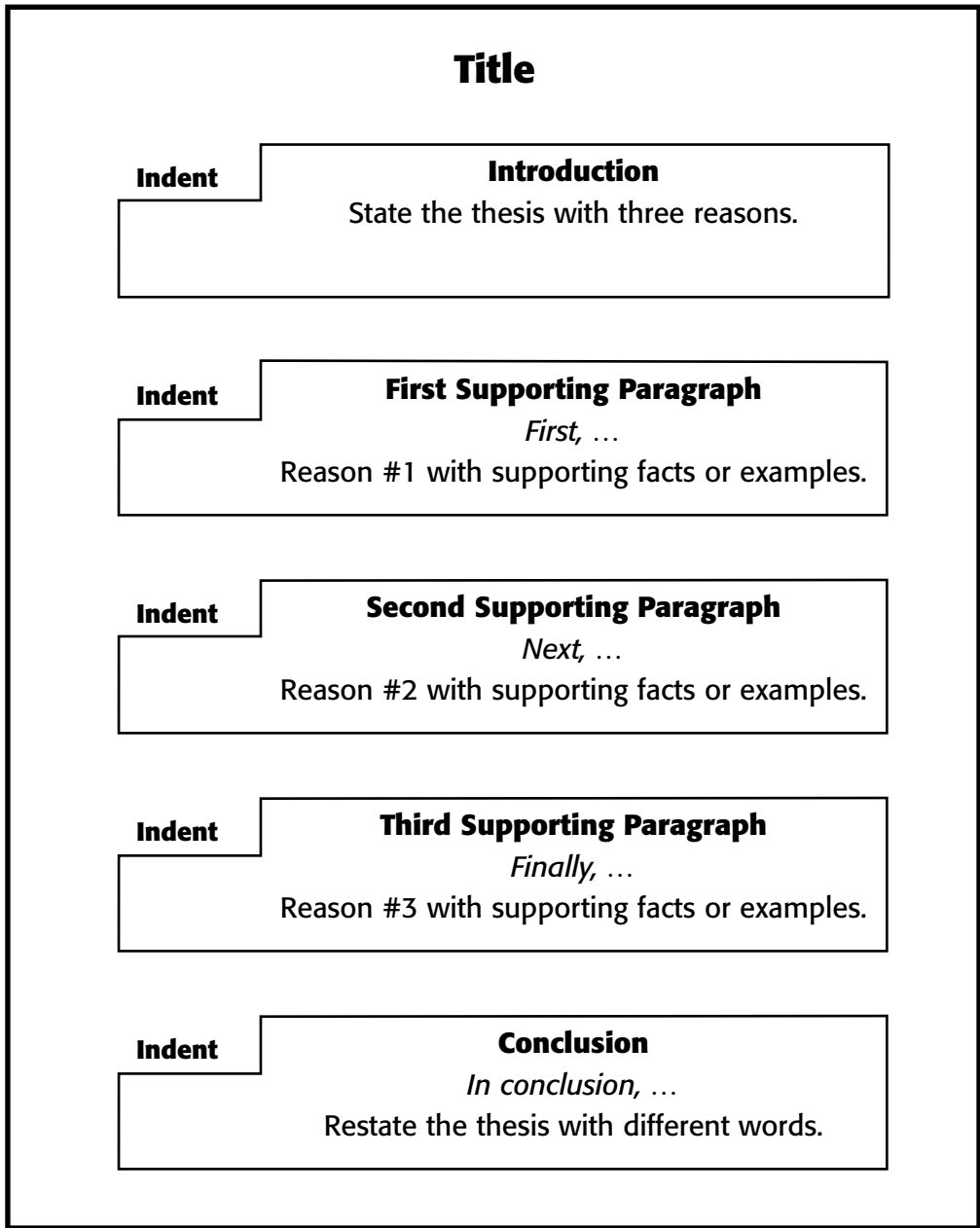
1. Write in a notebook or on the computer.
2. Write a thesis stating your position.
3. Give reasons with examples and a conclusion.
4. Use words such as *first of all*, *next*, and *in conclusion*.
5. Use a dictionary or computer software to help with words and spelling.



# Persuasive Essay

## Five Paragraphs

- Use this graphic organizer for oral presentations or writing assignments.
1. Write in a notebook or on the computer.
  2. Write a thesis stating your position.
  3. Give three reasons with examples and a conclusion.
  4. Use words such as *first of all*, *next*, *finally*, and *in conclusion*.
  5. Use a dictionary or computer software to help with words and spelling.



## Interview

1. Write a list of questions.
2. Record the interviewee's answers.

**Interview questions for** \_\_\_\_\_  
(Name of interviewee)

**1. Question:** \_\_\_\_\_ ?

**Answer:**

**2. Question:** \_\_\_\_\_ ?

**Answer:**

**3. Question:** \_\_\_\_\_ ?

**Answer:**

**4. Question:** \_\_\_\_\_ ?

**Answer:**

**5. Question:** \_\_\_\_\_ ?

**Answer:**

## Step-by-Step Instructions

### Procedural

► Use this graphic organizer for directions, recipes, and games.

1. Write information in each section.
2. Use this during your first draft of oral presentations or writing assignments.

<b>INTRODUCTION</b> Tell about the process. What is to be done?
<b>REQUIREMENTS</b> What is needed to complete the task? (tools, parts, materials, utensils)
<b>INSTRUCTIONS</b> What is to be done?  <b>1.</b>  <b>2.</b>  <b>3.</b>  <b>4.</b>  <b>5.</b>  <b>6.</b>  <b>7.</b>  <b>8.</b>
<b>CONCLUSION</b> Summarize the process.

## Friendly Letter

► This format is used for writing a letter to a friend.

1. Write on an 8 1/2 by 11 inch piece of paper or on personal stationery.
2. Write using good penmanship.
3. Proofread your spelling and punctuation.

\_\_\_\_\_  
(Date)

Dear \_\_\_\_\_,

**Indent**

Describe yourself and where you are.

**Indent**

Describe your daily life.

**Indent**

Talk about the person you are writing to.

Yours truly,

(Your name)

## Business Letter/Letter to the Editor

- A business letter is different from a friendly letter. It is brief, direct, and limited to one or two points.
  

  1. In the first paragraph, clearly state what you want or why you are writing.
  2. Add supporting information in the second paragraph.
  3. Write a polite closing.
  4. If possible, use a computer for your final draft.
  5. Proofread for spelling, grammar, capital letters, and proper business form.

	Your Street City, State/Country Date
Company Name Address	
Dear _____ :	
<b>Indent</b>	
<b>Indent</b>	
Explain what you introduced in the first paragraph.	
<b>Indent</b>	
Closing (Conclusion)	
Sincerely,	
 (signature)	

## Note-Taking

### Research Report

1. Use 4 x 6 inch cards.
2. Use a variety of resources: encyclopedias, the Internet, books, magazines, software resources, experts, etc.
3. Think of three or four questions about the topic.
4. Write each question at the top of a different note card.
5. Paraphrase an idea or copy a “quotation” on each card.
6. In the bottom left-hand corner, identify the source and page number.
7. In the upper right-hand corner, write the general heading of the information.

**Question:** \_\_\_\_\_  
*(What do you want to know?)*

**General Heading:** \_\_\_\_\_

**Paraphrase** your source.

or

**Summarize** from your source.

or

**“Quote”** your source.

**Source, page**

# Outline

## Informational Texts and Research Papers

1. Sort your note cards before you do your outline.
2. Organize topics and subtopics into logical order.
3. Keep it simple. Write a topic or a thesis—not complete sentences.
4. List major headings after a Roman numeral and a period.
5. List subtopics after a capital letter and a period.
6. List supporting details and examples after a number and a period.

<b>Title</b>
<p>I. Topic 1 or Thesis</p> <p>A. Subtopic 1</p> <ol style="list-style-type: none"><li>1. Detail/Example</li><li>2. Detail/Example</li></ol> <p>B. Subtopic 2</p> <ol style="list-style-type: none"><li>1. Detail/Example</li><li>2. Detail/Example</li></ol>
<p>II. Topics or Thesis</p> <p>A. Subtopic 1</p> <ol style="list-style-type: none"><li>1. Detail/Example</li><li>2. Detail/Example</li></ol> <p>B. Subtopic 2</p> <ol style="list-style-type: none"><li>1. Detail/Example</li><li>2. Detail/Example</li></ol>
<p>III. Conclusion (Restate thesis)</p>

# Research Report

## Final Draft

Title Page

<p><b>Title</b></p> <p><b>Name</b> <b>Date</b></p>
---





<p><b>Thesis</b> (an opening paragraph) A statement that clearly and briefly says why you chose this topic to research.</p>
<p><b>Topic</b> (the two to three subtopics you researched) The information should be relevant to the topic.</p>
<p><b>Subtopic 1</b> Start a new page.</p>
<p><b>Subtopic 2</b> Start a new page.</p>
<p><b>Conclusion</b> A paragraph that summarizes your report and tells how your research helped you achieve the purpose of your report.</p>

1. **Visuals:** You may want to include pictures, graphs, tables, or photos.
2. **Bibliography:** Check with your teacher for a copy of the correct format required for a bibliography. Also see your Student Handbook.
3. **Format:** If you use a computer, use double space and use 12–14 point font with one inch margins around the paper. If you write by hand, use black or blue pen and cursive writing.
4. **Proofread:** Check for spelling and grammar mistakes. Remember that computer software spell-check only catches words that are spelled incorrectly. It does not catch words that are spelled correctly but used incorrectly.

# Sense Chart

## Description

1. Write the name of the object or thing in the first column.
2. Write down what you see, hear, smell, and touch.

<b>Title:</b>				
<b>Name of Thing</b>	<b>See</b> 	<b>Hear</b> 	<b>Smell</b> 	<b>Touch</b> 

## Problem/Resolution Chart

➤ This chart can be used for listening/speaking presentations and for writing assignments.

1. Write a problem. List two possible resolutions and two results of those resolutions. Write an end result.
2. Use a dictionary or computer software for help with words and spelling.

<b>Title:</b>	
<b>State Problem:</b> (Include some of this information: Who? What? When? Where? Why? How?)	
<b>Resolution 1:</b>	<b>Result 1:</b>
<b>Resolution 2:</b>	<b>Result 2:</b>
<b>End Result:</b>	



