

NAME: _____

DATE: _____

CLASS / GRADE: _____

SCORE: ____ / 20

UNIT 3: RESEARCH & ORGANIZATION • LESSON 1

Outlining Skills: Organizing Ideas by Category



Key Learning Concept: Outlining provides the best method for organizing material. A well-constructed outline groups related ideas together, guiding you in arranging logical paragraphs for a report or essay.

DIRECTIONS Read the 15 words in the Word Bank below. Classify each word into its proper category heading by writing it neatly on the ruled lines. Cross off (word) each word as you use it.

WORD BANK (15 WORDS)

☐ Pears	☐ Oak	☐ Baseball
☐ Tulips	☐ English	☐ Elm
☐ Grapes	☐ Tennis	☐ Violets
☐ Maple	☐ Science	☐ Swimming
☐ Bananas	☐ Daffodils	☐ Social Studies



“Organize your thoughts step by step!”

Summer Sports

1. _____

2. _____

3. _____

Fruit

1. _____

2. _____

3. _____

School Subjects

1. _____

2. _____

3. _____

Trees

1. _____

2. _____

3. _____

Flowers

1. _____

2. _____

3. _____

PART B: BUILDING A FORMAL OUTLINE (CONNECTING IDEAS)

Application Challenge

An outline uses Roman Numerals (I, II) for main topics and capital letters (A, B, C) for subtopics. Use your sorted words from above to complete these two outline sections:

I. School Subjects

A. _____

B. _____

C. _____

II. Summer Sports

A. _____

B. _____

C. _____

SECTION A: COMPLETE WORD CATEGORIZATION SOLUTIONS (15 PTS TOTAL)

Summer Sports	Fruit	School Subjects	Trees	Flowers
✓ Baseball	✓ Bananas	✓ English	✓ Elm	✓ Daffodils
✓ Tennis	✓ Grapes	✓ Science	✓ Maple	✓ Tulips
✓ Swimming	✓ Pears	✓ Social Studies	✓ Oak	✓ Violets

Part B Formal Outline Solutions: **Topic I (School Subjects):** A. English, B. Science, C. Social Studies (any order) **Topic II (Summer Sports):** A. Baseball, B. Swimming, C. Tennis (any order)

 COGNITIVE SCIENCE OF OUTLINING

Taxonomic Classification as Prewriting: Outlining is not merely a mechanical formatting skill; it is a higher-order categorization process (Schema Induction). Students must first identify shared semantic features (e.g., deciduous woody perennial = *Trees*) before they can establish conceptual hierarchies.

- **Hierarchical Ordering:** Superordinate (e.g., *Living Things*) → Basic Level (e.g., *Trees / Flowers*) → Subordinate Exemplars (e.g., *Oak, Elm, Maple*).
- **Writing Transfer:** Mastering category boundaries prevents paragraph drifting and ensures coherent topic sentences in informational reports.

 DIFFERENTIATED INSTRUCTION STRATEGIES**Tier 1 / Tier 2 Scaffolding (Struggling Learners & ELs):**

- **Visual Flashcards:** Provide photo cards for plant vocabulary (*Elm, Maple, Violets, Daffodils*) that may be unfamiliar to urban or multilingual learners.
- **Tactile Sort:** Allow students to cut the 15 word bank slips and physically manipulate them into category clusters before copying.

Tier 3 / Extension (Gifted & Advanced):

- Have students synthesize categories into a two-level master outline: I. *The Plant Kingdom* (A. *Trees*, B. *Flowers*, C. *Fruit*) and II. *Human Society* (A. *Sports*, B. *School Subjects*).

 DIAGNOSTIC GUIDE: COMMON STUDENT MISCONCEPTIONS & INTERVENTION PROMPTS

Common Misconception	Underlying Cognitive Trap	Teacher Intervention Prompt
Confusing Trees & Flowers (e.g., writing <i>Elm</i> under <i>Flowers</i>)	Both belong to the plant family; students unfamiliar with tree species rely on guesswork based on word length.	"Notice the stem structure: <i>Trees</i> possess permanent woody trunks (<i>bark</i>), whereas flowers have soft, green flowering stems. Have you seen an oak or elm tree in a park?"
Misclassifying Social Studies (Leaving it unassigned)	Compound word format; students may not perceive a two-word phrase as a single subject alongside single-word names.	"Look at your school schedule. <i>Social Studies</i> is a unified academic subject where we study history, geography, and communities."
Overgeneralizing "Summer Sports"	Students recognize baseball and tennis are played indoors nowadays, confusing seasonal associations.	"Think of the traditional weather required for open-water swimming or baseball fields. Which sports need sunny, warm summer conditions?"

 STANDARDIZED ASSESSMENT & SCORING RUBRIC (TOTAL: 20 POINTS)

Criteria	Performance Description	Scoring Guide	Max Pts
Categorization Accuracy	Words correctly placed into their exact logical headings across all 5 groups.	1 point per correctly placed word (15 words)	15 pts
Formal Outline Structure	Accurately maps sorted items to outline subheadings (A, B, C) under Roman Numerals I & II.	0.5 pt per correct subtopic item (6 subtopics)	3 pts
Conventions & Legibility	Legible handwriting, aligned within ruled lines, words crossed off systematically from bank.	Full adherence (2 pts), Minor slips (1 pt), Illegible (0 pt)	2 pts