**Organizing My Thoughts**

Sharing what you learned is important. It helps you review the important points and make connections with what you already knew about the topic. To share effectively, your ideas have to be organized clearly and logically. In preparing a presentation on the topic, first consider how you will organize the ideas. Below are descriptions of some ways to organize ideas. First write a sentence that summarizes the main point of what you want to share.

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| **The main point that I want to share is…** |
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Now think about how you might organize information that supports your main point. Select the one below that you will use.

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| **Organizational Patterns: Check the one you will use…** | |
| * Chronological / Time Order | Used to share series of events or the steps in a process in the order that they occur. |
| * Order of Importance | Used to present information from the least important to the most important or the most important to the least important. |
| * Classification Order | Used to group things that by categories to show similarities between the members of the group (e.g. animals, people…). |
| * Location Order | Used to describe geographic or spatial order (how things are arranged in a space), somewhat like a written “map.” |
| * Cause-and-Effect Order | Used to show how one event was caused by another or to show its effects. Also used to show problems and solutions. |
| * Comparison – Contrast Order | Used to show how two or more things are alike and / or different. |

Now you are ready to do some brainstorming to generate the specific details and information you will include in your presentation. Keep your main point in mind as you think. Refer to the text, lecture notes or video that you used to learn about the subject to jog your memory. Put one note or detail in each of the blocks on the next page. Use as many blocks as you need to include all of the important details or information needed to clearly present your main idea.

When you are finished with your notes, cut the blocks apart and try arranging them in different patterns until you find the one that will best fit the main idea you want to share. Before you begin to write, you might ask another student to review the order of the notes and share ideas for improving the order of the information or determine if there are any important pieces of information missing.

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