

## USING OUTLINES & OTHER GRAPHIC ORGANIZERS IN SUMMARIZING AND PRE-WRITING

### **Objectives**

You may or may not have learned to use outlines and other graphic organizers to visually summarize information during your pre-university education. They can be used for both summarizing important information in reading texts and for preparing to write an essay.

Research shows that university students who use graphic organizers in reading increase their ability to retain, comprehend and think critically about what they have learned (Robinson, D. H. & Kiewra, K. A., 1995). In this lesson we will use an outline or graphic organizer to summarize one of the required reading texts. You can then adapt one of these organizers to plan for and write your Reader Response.

When you have finished this section, you will be able to

- understand the value of using outlines and other graphic organizers for summarizing;
- understand the value of using outlines and graphic organizers in pre-writing;
- apply these strategies to process main and controlling ideas;
- apply these strategies in planning and writing your graded Reader Response.

### **Resource List**

- 1) Creating an Outline: <http://www.aims.edu/student/online-writing-lab/process/outline>
- 2) Youtube has videos that can help you understand what a graphic organizer is, what it's purpose is, and how you can create your own with PowerPoint. Search the following: "What is a graphic organizer?" and "How to make a graphic organizer."

(Optional)

<http://olc.spsd.sk.ca/de/pd/instr/strats/graphicorganizers/index.html>

- 3) Graphic organizers: <http://www.eduplace.com/graphicorganizer/>
- 4) Models of outlines and other graphic organizers:  
<http://projectwritemsu.wikispaces.com/file/view/graphic+organizers.pdf>
- 5) How to Structure an Outline for a College Paper:  
<http://www.youtube.com/watch?v=z5fj5LJMAG8>

Extra Supporting Websites:

- 6) Outlining a Paper and Major and Minor Points:  
<http://writingcenter.waldenu.edu/318.htm>

7) Tips for writing the expository essay:

<http://www.time4writing.com/writing-resources/expository-essay/>

### **Key Concepts**

- Pre-writing
- Outlining
- Graphic Organizers

### **Procedure**

#### **Before Class**

1. Survey the websites and pdf files provided on the Resource List above. Take this opportunity to search for other online sources for clarification.
2. Answer the questions in **Task A**

#### **In Class**

1. With a partner or in a small group, compare your answers for **Task A**. Be prepared to share your answers with the rest of class.
2. Begin **Task B**.

#### **After Class**

1. Complete the outline or graphic organizer you began in **Task B** and prepare your **graded Reader Response** for the next tutorial. It should be between 500 and 600 words and constitutes 10% of your final grade.

Remember that beyond summarizing the article, you are expected to respond and comment on what you have read. You can use your outline/graphic organizer that you begin in class, but you should add in the controlling ideas of your response.

**Tasks****A. Discussion**

1. What is the value of using graphic organizers when preparing to write?

	Outlines and Graphic organizers
Purposes (What is the main reason for using one?)	
Functions (What does using one accomplish?)	

2. Which types of graphic organizers, if any, have you used in the past and under what circumstances?
3. If you had to prepare an outline for an essay that you were writing in class tomorrow, would you use a traditional outline or some other type of graphic organizer? Why?
4. Look at the 3 examples of organizers (traditional outline, graphic organizer A, and graphic organizer B) on the following pages. Consider the relationships between level I and level II controlling ideas, as well as the relationships between these and the supporting details.

**B. Using an outline or a graphic organizer for an article reader response**

1. After looking at the various articles in the ***Reading Resources*** of the course website, choose one that you have not already read to summarize and respond to. Once you have read through it for general comprehension, read through it again for detail, pulling out the author's thesis, the main ideas and the supporting ideas.
2. Arrange the ideas that you have extracted from the reading into an outline or a graphic organizer (whichever suits your learning preference.)
3. Finally, using the information you have extracted from the article and organized graphically, write your graded **Reader Response** of 500 to 600 words. This is the first draft of the Reader Response that will be evaluated. Please look at the rubric for the Reader Response (on the website) to make sure that you know the criteria by which your summary will be evaluated.

*Example #1*

## **Outline (Traditional)**

<p><b>Main Idea/Thesis Statement:</b> <b>(Level I Controlling Idea)</b></p>
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**I. First Supporting Idea - (Level II Controlling Idea)**

- a. Explanation of the supporting idea
- b. Example or citation which supports your assertion
- c. Other statements which help support your assertion

**II. Second Supporting Idea - (Level II Controlling Idea)**

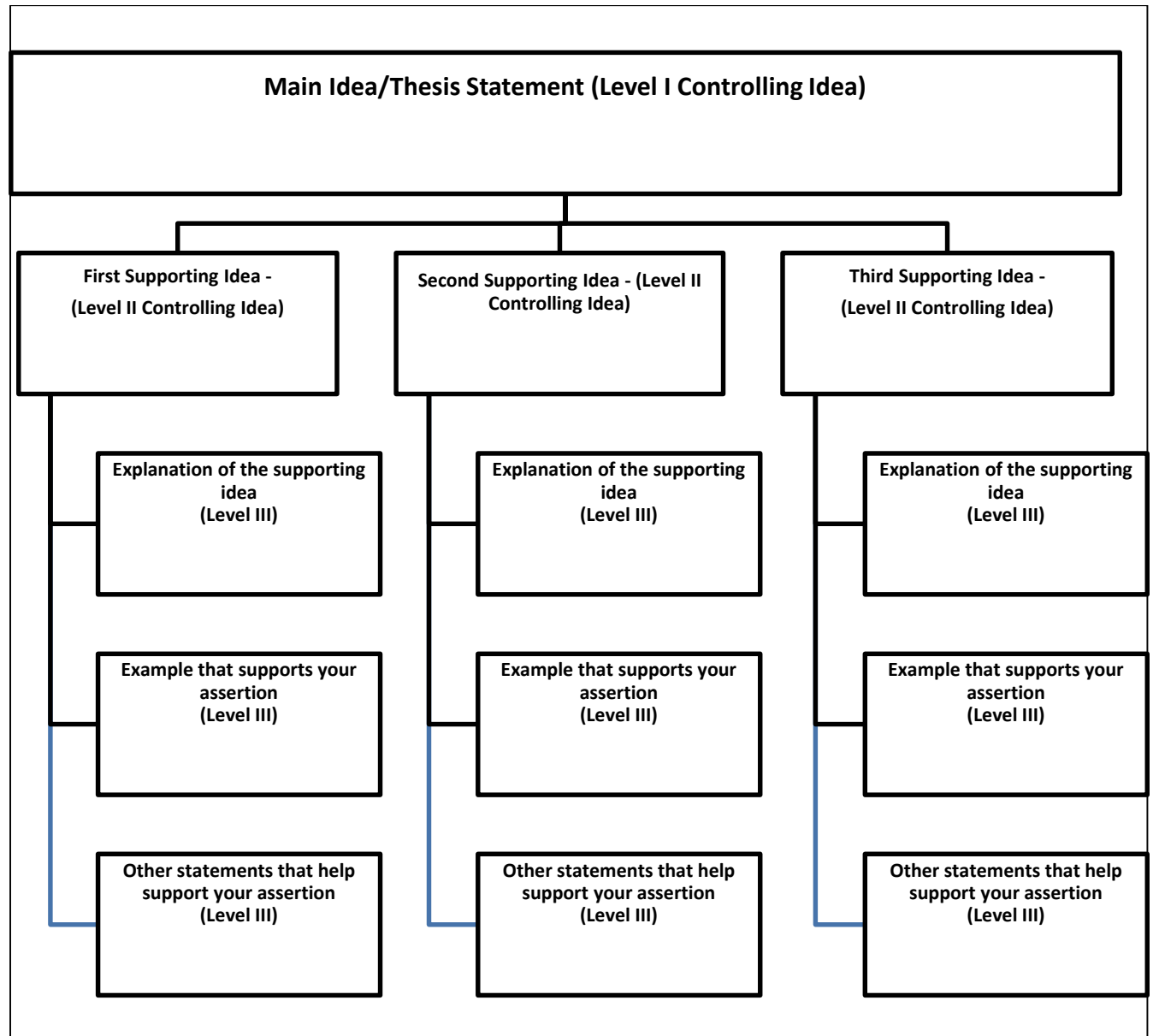
- a. Explanation of the supporting idea
- b. Example or citation which supports your assertion
- c. Other statements which help support your assertion

**III. Third Supporting Idea - (Level II Controlling Idea)**

- a. Explanation of the supporting idea
- b. Example or citation which supports your assertion
- c. Other statements which help support your assertion

Example #2

# Graphic Organizer A



Example #3

## Graphic Organizer B

<b>Controlling ideas</b> → ↓	<b>Main Topic Focus/Thesis Statement:</b> (Level I Controlling Ideas)		
	<b>Supporting Ideas</b>		<b>Evaluation/Reaction</b>
<b>(Level II Controlling Ideas) ↓</b>			
<b>First Supporting Idea -</b>	<ul style="list-style-type: none"> <li>• <i>Explanation of the supporting idea</i></li> <li>• <i>Example that supports your assertion</i></li> <li>• <i>Other statements that help support your assertion</i></li> </ul>		
<b>Second Supporting Idea -</b>	<ul style="list-style-type: none"> <li>• <i>Explanation of the supporting idea</i></li> <li>• <i>Example that supports your assertion</i></li> <li>• <i>Other statements that help support your assertion</i></li> </ul>		
<b>Third Supporting Idea -</b>	<ul style="list-style-type: none"> <li>• <i>Explanation of the supporting idea</i></li> <li>• <i>Example that supports your assertion</i></li> <li>• <i>Other statements that help support your assertion</i></li> </ul>		