

# WRITING SKILLS

## Teacher's notes

### Categorize information



### Warm up

Ask students to explain to you why categorizing information is a good idea:


- It helps sort out information, so it can be used to plan writing.
- Thinking through the information allows students to gain a better understanding of the material.
- It can help students see new patterns within the information which can give them a fresh insight into what they are studying.
- If students are researching, it gives them a method for organizing their notes.

Also ask students which approach they prefer for categorizing – mind maps, tables, Venn diagrams, etc.

### Practice

**1** See if you can match the lists to the categories.

a 3   b 2   c 1   d 4   e 6   f 5

**2**  Were you able to match up the lists and categories without a dictionary? Discuss with your partner which words are new for you.

Students' own answers

**3** Can you add any more words to each category?

**Possible answers**

- 1 It has many disadvantages.
- 2 Prussian
- 3 chameleon
- 4 stormy
- 5 acacia
- 6 Neptune

**4**  Here are some more categories. Working with a partner, see how many words/phrases you can think of for each one.

**Possible answers**

European countries – Netherlands, Greece, Portugal, Switzerland, Bulgaria  
Pairs of opposites – day/night, entrance/exit, high/low, overland/underground, eastern/western  
Large mammals – whale, bear, elephant, giraffe, seal  
Words that mean happy – cheerful, merry, delighted, jolly, satisfied  
Advantages of speaking English – international language of communication, employers may want it, language of science, language of the internet, makes travel easier

**5** Here is a Venn diagram. See if you can sort these words/phrases into the categories.

**Suggested answers**

Travel by plane – very fast, economy tickets, used by more people  
Travel by cruise ship – can take many days, more expensive, luxurious, very comfortable, easier with young children, can offer amenities like bars and clubs, you can walk around freely  
Both – travel over short distances, travel over long distances, very safe

- 6  Do you and your partner agree on where you have put the information in the Venn diagram?

Students' own answers

## Reflect

- 7 Think about ways of categorizing information that you have learned about. Can you think of any other tools to help you categorize information? If you need more ideas, there are plenty of useful tools online. For example *Evernote*, *Mindmeister*, *Trello*, *Google Docs*. Have a look and see which ones would work best for you.

Encourage students to search online for tools that may help them to organize and categorize information. Some of them may prefer a visual tool, like *MindMeister*, whereas others may like something more word-based, like *Google Docs*. Remind students that we all learn in different ways and it's important for them to find approaches that work best for each of them as individuals.