

# WRITING SKILLS

## Worksheet

### Categorize information



#### WRITING TIP

#### STUDY SKILLS: Categorizing

The skill of categorizing helps you to sort information and get rid of unnecessary details, so you can focus on the information you need. Categorizing also helps you to think more deeply about the information and analyze it, which helps to prepare you for writing, speaking, and exams.

This Writing Worksheet is about categorizing information. This is an important skill when preparing to write. The tasks below will help you to develop and practise this skill.

## Practice

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

- a alligator, iguana, lizard \_\_\_\_\_
- b navy, cornflower, aquamarine \_\_\_\_\_
- c It's beneficial. They're extremely difficult to understand. One advantage is the low cost. \_\_\_\_\_
- d humid, blizzard, misty \_\_\_\_\_
- e Uranus, Saturn, Venus \_\_\_\_\_
- f sycamore, oak, weeping willow \_\_\_\_\_

- 1 opinions
- 2 types of blue
- 3 reptiles
- 4 types of weather
- 5 types of tree
- 6 planets

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

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

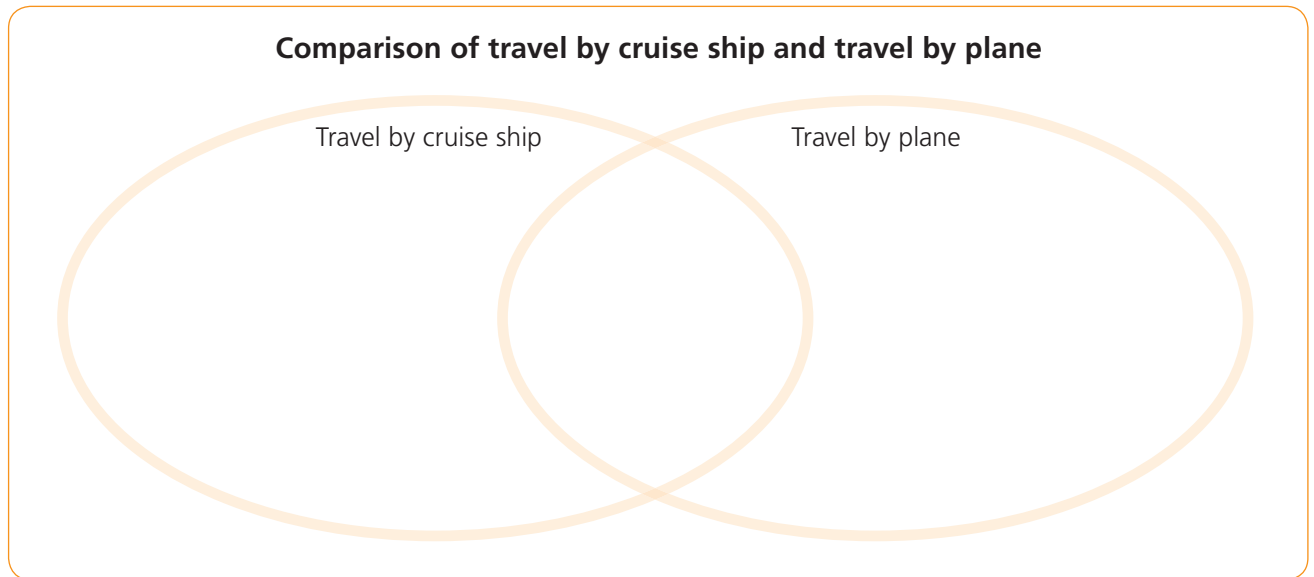
### 4 Here are some more categories. Working with a partner, see how many words/phrases you can think of for each one.


European countries	Pairs of opposites	Large mammals	Words that mean happy	Advantages of speaking English

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

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

### Comparison of travel by cruise ship and travel by plane



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

## 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.