

Table of Contents

Preface	5
Charts, Graphs, and Grids	7
Instructions	7-8
Decision Chart	9
Graph Matrix	10
Multi-Puzzle Grid	11
Problem-Solution Boxes	12
Thought-a-Day Calendar	13
Reading Record	14
Classroom Chart	15
Emergency Teacher's Daily Schedule	16
Cognitive Taxonomy Outlines	17
Instructions	17-18
An Introduction to the Multiple Intelligences	19
Multiple Intelligences Lesson Plan	20
Williams' Taxonomy	21
Williams' Taxonomy Lesson Plan	22
Bloom's Taxonomy	23
Do-It-Yourself Outline for Developing a Unit on Any Content Topic	24
Bloom's Experiment Form for Use with Any Science Topic	25-26
Forms for Group Learning	27
Instructions	27-28
Group Experiment Outline	29
Group Matrix Diagram	30
Group Project Plan	31
Group Plan at a Glance	32
Group Evaluation Form	33
Group Rating Scale	34
Forms for Interdisciplinary Teaching	35
Instructions	35-36
Building an Interdisciplinary Planning Matrix	37
Interdisciplinary Tree	38
Interdisciplinary Wheel	39
Planning Outline for an Extended Interdisciplinary Unit	40-41
Interdisciplinary Team Evaluation Report	42
Planning Forms and Outlines	43
Instructions	43-44
My Personal Project Plan	45
Plan for Learning Vocabulary	46
Scope and Sequence Ladder	47
A Three-Level Outline	48
Planning Tree	49

Getting to Know You	50
Parent Post-Conference Form	51
Student Post-Conference Form	52
Research and Study Aids	53
Instructions	53-56
Cause-and-Effect Chain	57
Compare and Contrast Chart	58
Compare and Contrast Diagram	59
Cycle Graph	60
Fact or Fiction Position Statements	61
Fishbone Model	62
5 Ws and How Model	63
Flowchart	64
Issue Identification and Classification Diagram	65
KWL Chart	66
Opposing Forces Chart	67
Person Pyramid	68
SQ3R Chart	69-71
Steps to take in the Analysis of a Piece of Literature	71
Worksheet for Implementation of Cause-and-Effect Model	72-73
Venn Diagram	74
The Web	75
Instructions	75-76
Web	77
Attribute Diagram	78
The 5 Ws and How Web Process	79
Constructing a Mind Map	80
Organising Tree	81
Prediction Tree	82
Writing Planners and Organisers	83
Instructions	83-84
Book Report Outline for Use with Any Content Topic	85
Book Report Pyramid	86
My Plan for Writing a Novel	87-88
Planning Worksheet for Writing an Essay	89
Reporter's Triangle	90
The Umbrella	91
Index	92

PREFACE

It's time to organise and to learn! In this book you will find useful forms, planning outlines, and graphic organisers. These are all learning aids whose effectiveness depends on visual organisation of information. For most people, graphic organisers are easier to grasp—and remember—than are extended blocks of text. There are three basic ways to use a graphic organiser in the classroom.

- When it's time to plan a lesson, study for a test, write an essay, plan a performance, or create a project, student or teacher may *begin* with a graphic organiser and use it to stay on track.
- A graphic organiser can be created *as learning progresses*, in which case it becomes an aid to learning.
- A third approach is to create a graphic organiser *after* knowledge is acquired, using it to present newly learned information.

Eight major sections present eight different types of reproducible outlines and organisers, with instructions to be found on the first few pages of each section. With the exception of two content-specific forms (page 25 and page 58), the outlines and organisers may be used in all content areas. A few of the organisers, for which patterns cannot be easily standardised, are presented as pages with instructions and illustrations. These may also be reproduced if desired. All instructions are written in the second person and indicate whether the organiser is intended for teacher or student use, or for both. It should be noted that many of the student pages work just as well for teachers!

The eight sections include:

Charts, Graphs, and Grids

A chart may be essential in keeping track of related ideas, hanging on to thoughts that need to be remembered, or organising and tracking time and activities.

Cognitive Taxonomy Outlines

This section presents easy outlines for comprehension and use of three important cognitive taxonomies: Howard Gardner's Multiple Intelligences, Williams' Taxonomy of Divergent Thinking and Feeling, and Bloom's Taxonomy of Cognitive Development. Accompanying the information are lesson-planning forms for each taxonomy.

Forms for Group Learning

These outlines and organisers are designed to be used in cooperative learning groups.

Forms for Interdisciplinary Teaching

Interdisciplinary teaching becomes easier to manage with the aid of these forms and organisers.

Planning Forms and Outlines

These planning sheets will enhance learning. Three forms to make parent/student/teacher conferences go more smoothly are included.

Research and Study Aids

Graphic organisers and forms can make the research process less intimidating and can be invaluable aids to study as well.

The Web

A web is a graphic organiser that begins with a central idea placed in a prominent place, with supporting ideas arranged around the central idea, generally connected to the centre with lines. Such a structure provides the student with a graphic portrayal of ideas and their relationships to one another. A classic web is shown on page 77, while variations appear on pages 78 through 82.

Writing Planners and Organisers

Student work will improve when these organisers are used to aid the writing of book reports, novels, reports, and other assignments.

The forms and organisers are valuable assessment tools. Many of the teacher evaluation forms can be used to assess student work, while the student forms and organisers will help students arrange and present work in their assessment portfolios.

Packed with clever organising tools, this is a book to be used by teachers and students for countless purposes in all content areas . . . over and over again!

Page 12

Problem-Solution Boxes

For Students

Find or create a math word problem and record it in a box located in the PROBLEM column. In the HOW SOLVED column, write the operation(s) required to solve the problem along with your own computation.

Page 13

Thought-a-Day Calendar

For Students

Use this simple calendar graphic to record one of the following types of information:

- homework assignments
- a task to be completed each day for a project you are working on
- favourite quotation, proverb, or thought to start your day
- an important fact you want to remember each day from a topic of study
- a question concerning a unit of study, a lecture, or a class discussion

Page 14

Reading Record

For Students

Use this chart when you need to keep track of your reading activity at home or at school.

Page 15

Classroom Chart

For Teachers

This type of chart is most often used for keeping track of student marks, but it can be handy for keeping track of any information about the students in your classroom.

Page 16

Emergency Teacher's Daily Timetable

For Teachers

Use this handy chart to leave essential information for an emergency teacher.