

Organizing information for study

Organizing is the process of creating meaningful, logical structure or arrangement of ideas and information.

The ability to determine the main ideas and locate details is the key to all of these basic study techniques.

Memorization:

Memorization is the process of committing something to memory or learning something by heart. Below is how to implement memorization in your studies.

- Organize your space
- Visualize the information
- Use acronyms and mnemonics

Concept or informal Map:

An informal way of organizing main ideas by using boxes, circles, lines, arrows, etc.; also called a study map, learning map, or concept map or maps:

A concept map is a visual organizer that can enrich students' understanding of a new concept. Using a graphic organizer, students think about the concept in several ways. Most concept map organizers engage students in answering questions such as, "What is it? What is it like? What are some examples?" Concept maps deepen understanding and comprehension.

Why use a concept map?

- It helps children organize new information.
- It helps students to make meaningful connections between the main idea and other information.
- They're easy to construct and can be used within any content area.

How to use a concept map

There are several ways to construct concept maps. Most include the following steps:



- Model how to identify the major ideas or concepts presented in a selection of text as you read.

- Organize the ideas into categories. Remind students that your organization may change as you continue to read and add more information.
- Use lines or arrows on the map to represent how ideas are connected to one another, a particular category, and/or the main concept. Limit the amount of information on the map to avoid frustration.
- After students have finished the map, encourage them to share and reflect on how they each made the connections between concepts.
- Encourage students to use the concept map to summarize what was read
- Concept Maps are diagrams that represent organized knowledge

Comparison charts:

Comparison charts are diagrams that organize information for two or more subjects into a chart or a grid with columns or rows. Comparison charts also known as matrixes, grids, or tables, organize a large amount of information into a format that clearly compares and contrasts information for two or more subjects.

The structure of a comparison chart

Categories  subjects 	Column 1 Characteristics	Column 2 Uses	Column 3 Advantages
Subject 1			
Subject 2			
Subject 3			

Timeline

- Picture of events that happened in history.
- Displaying a list of events in chronological order.
- Helps visuals data over time.
- Long bar labelled with dates alongside.
- Events labelled on points where they happened.

Types of timeline:

- Can be linear or parallel (comparative)
- Linear --one subject and time frame-horizontally, vertically or curved.
- Parallel- two or more subject areas at the same time and compares them.
- Might compare
 - Historical events

- Two or more subjects
- Hand drawn or digital.

Outline:

Outlines are beneficial when dealing with complex material, when you need to condense material, or get an overview. They show the relative importance of each part of the material. The less important the material, the farther to the right it is indented. Outlines can be formal (Roman numerals, letters, numbers) or informal (numbers, letters, dashes, bullets).

So what are outlines? You have probably already seen, used, or even created outlines at some point or another! Outlines are like the blueprint of your writing, as they are the summary, or breakdown, of main and supporting ideas. The more detail provided in the outline, the easier writing will become. Just like an architect uses the blueprint to organize the details and plans for the project they are working on, you will use an outline the same way for your writing.

Outlines are very beneficial when it comes to organizing information for writing because they:

- Put ideas in logical order.
- Show the relationship between ideas/material/evidence.
- Provide a summary of main ideas and supporting evidence.

Image of an outline example

You can format your outline in a variety of ways, depending upon the type of work that is being completed; however, it is always beneficial to determine the purpose of your writing before you begin. Different types of writing require different types of information; therefore, outline templates and formats could vary according to your overall writing goal.

In every situation, however, you should aim to do the following when creating your outline:

- List the ideas/information/evidence you would like to include in your writing.
- From that list, organize ideas/information/evidence ideas into like categories.
- Arrange those categories into main ideas, and then sub-sections for those main ideas.

- Organize information/evidence into proper sections to be used as support.
- Format information into logical order.
- By using an outline for organizing your information, you will find the writing process easier to navigate, and far less frustrating to deal with in the long run!

Topic: Healthy living

- I. Healthy eating
 - A. Fruits
 - B. Vegetables
 - C. Proteins
- II. Healthy activity
 - A. Running
 - B. Biking
 - C. Swimming
- III. Healthy habits
 - A. No smoking
 - B. Plenty of rest
 - C. Drink water