Organize Your Research Using a Planning Chart

1. Focus

Explain Organizing Your Ideas

Say: When we chose our topic for an informational report, we chose a topic that we knew we could research and find information about. To write a report, we need to make sure to include facts and details that are accurate. Today I’m going to show you how to use an informational report planning chart to help you organize your writing ideas.

Model Organizing Your Ideas

Display the report planning chart on chart paper or using the interactive whiteboard resources.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Playing soccer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus</td>
<td>What to know about the game before playing it</td>
</tr>
<tr>
<td>Research Questions</td>
<td>What do I need to know before I begin playing soccer?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Points</th>
<th>Details</th>
</tr>
</thead>
</table>
| Field size | 1. Rectangle  
2. 100 yards wide by 130 yards long; divided halfway by line  
3. Center circle  
4. Lines show boundaries |
| Clothing/uniform | 1. Numbered uniforms in matching colors  
2. Goalkeepers wear different-colored uniforms, padded clothing, padded gloves |
| Referees | 1. One referee and two assistants  
2. Use flags to tell which team throws ball if it goes out of bounds |
| Rules | 1. Players kick ball up and down field  
2. Players not allowed to trip, grab, or tackle other players  
3. If player commits a foul, the other team gets free kick  
4. Red flag means player ejected from game |
| Conclusion | You can learn how to play the game. |

Sample Informational Report Planning Chart (BLM 5)

Sample think-alouds. Say: I’m going to use this planning chart to model how to organize my ideas for an informational report.

Topic and focus. Say: The topic I chose when I narrowed my focus from a list of brainstormed ideas was playing soccer. I decided that I needed to focus on what I need to know before I play. I’ll write this on the planning chart. Model jotting down your ideas on the chart.

Research questions. Say: My focus question was “What do I need to know before I begin playing soccer?” Once I had the focus of my research, I could

Objectives

In this mini-lesson, students will:
• Learn how to use an informational report planning chart to organize ideas for an informational report.
• Practice organizing their own ideas for an informational report on the planning chart.
• Discuss how to apply the strategy to their independent writing.

Preparation

Materials Needed
• Chart paper and markers
• Informational Report Planning Chart (BLM 5)
• Interactive whiteboard resources

Advanced Preparation
If you will not be using the interactive whiteboard resources, copy the planning chart onto chart paper. If necessary, copy the sentence frames from “Strategies to Support ELs” on chart paper.
**Strategies to Support ELs**

**Beginning**
Invite beginning ELs to draw a picture of the topic for their informational report. Encourage them to discuss their topic in any way they can, using words and/or gestures. Write important vocabulary on self-stick notes and model using the words in sentences.

**Intermediate and Advanced**
Encourage ELs to use the following sentence frames to help them talk about their informational report:

- *My topic is _____.*
- *The focus of my report is _____.*
- *My research questions are _____.*

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**2. Rehearse**

**Practice Organizing Your Ideas**

Invite students to begin organizing their own ideas for an informational report based on their research. If some students have not yet done their research, have them work with a partner who is ready to organize ideas.

If your class includes English learners or other students who need support, use “Strategies to Support ELs.”

**Share Ideas**

Bring students together and invite volunteers to share the ideas they organized on the chart. Ask if they had enough research details to support their main ideas. Discuss whether they need to do more research.

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**3. Independent Writing and Conferring**

**Say:** We just learned that we can use a chart to organize our ideas for an informational report. This gives us an opportunity to review our research findings and think about how they support the main ideas we want to make in our report.

You may wish to make BLM 5 available to students who are ready to organize ideas for their informational reports during independent writing time. During conferences, reinforce students’ use of this and other strategies using the prompts on your conferring flip chart.

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**4. Share**

Bring the class together. Invite volunteers to share some of the information on their planning charts. Ask them how using the planning chart is helping them organize their ideas for their informational reports.