

OUTLINE-UP

Purpose: Outlining is an indispensable skill for developing and supporting opinions, which in themselves are crucial skills for the TOEFL® iBT's independent speaking and writing tasks and for college success in general. This lively, kinetic activity brings it all together.

Organization: Whole class or small groups

Preparation: Essay outlines cut into strips

Time: 30 minutes

Procedure:

Variation 1 - Whole Class Mix-Up

1. Review Worksheet 1. It contains essay questions and outlines that answer each question.
2. Cut apart two or three of the outlines into strips (see worksheets below), depending on the size of the class. (Or enlarge the worksheets so that the sentences are readable from a short distance.)
3. Review with the class the components of an academic essay: the introduction, the thesis statement, topic sentences for the support paragraphs, examples or detailed support, and the conclusion that restates the main topic.
4. Randomly give each student a strip.
5. Tell students that their strips go together to form the outline of an essay. Each essay outline has eight strips. Instruct them to get up, walk around the room and find the students with the other seven parts of the same outline. After finding their group, they line up in outline order. Note: Some thesis statements require that support appear in a specific order (see Outline 2), while others allow for flexibility (see Outlines 1 and 3).
6. Students report back to the class, labeling which part they are in the outline and reading their part aloud. For example, "I am the topic sentence for support paragraph 2: 'I love healthy, spicy Thai food.'"

Optional Follow-up: To focus on transition words, have the students use their outline to write an essay individually or in groups. Write a list of transition words on the board and review their usage. (See the list below, or

create your own list.) Have students incorporate transition words in their essays.

Vocabulary: Transition Words

In my opinion,
First,
First of all,
Second,

Secondly,
Finally,
In addition,
Furthermore,

For example,
In my experience,
In conclusion,
In summary,

Variation 2 - Small Group Mix-up

1. For a more orderly activity, simply cut up the strips and designate groups.
2. Keeping the groups together, pass out the strips, and have students line up to form outlines, following the instructions above. Groups do not mix in this variation. It's also possible to just have the students put the strips in order without actually lining up.

Variation 3 - Create Your Own Mix-up

1. Follow the instructions for **Variations 1 or 2**, using your own outlines, or have the students create outlines. Use one of the following fun and thought-provoking questions, or make up your own.
 - Should schools have a dress code or uniform policy? Why or why not? Give reasons and examples to support your response.
 - If you won \$1,000,000.00 in the lottery, what would you spend it on and why? Use specific examples and reasons to support your response.
 - Some people prefer to invest in a home, while others prefer to invest in their own business. Discuss the advantages of each. Then indicate which you prefer and why.
 - If you had a magical power, what power would you choose and why? Use specific reasons and examples.
 - What are the characteristics of a good marriage partner? Use reasons and examples to support your response.
 - What's one of your favorite movies and why? Give reasons and examples to support your response.

- What's the best age to have children? Why? Give reasons and examples to support your response.
- Do you agree or disagree with the following statement? *Children should be seen and not heard.* Give reasons and examples to support your response.
- Students need to develop good study habits to succeed in college. What do you think are the most important study habits. Give reasons and examples to support your response.
- Some people prefer to get together with a small group of friends, while others prefer to go to large parties. Discuss the advantages of each. Then indicate which you prefer and why.

Outline-Up Worksheet 1

Outline 1

Question: If you could be anywhere else right now, where would you want to be, and why? Use specific reasons and examples to support your response.

Thesis: If I could be anywhere else right now, I'd want to be back home in Thailand for several reasons.

- I. It's hard for me to be in a country on my own when I'm used to being with my family and seeing my friends every day.
 - A. My family and friends all lived in the same neighborhood, and we usually saw each other every day.
 - B. We didn't need to make plans to see each other; we'd just go to each other's houses whenever we felt like it.
- II. I love healthy, spicy Thai food.
 - A. Foods like chilies, ginger, and garlic really make food taste delicious, and they're good for you, too.
 - B. I miss my favorite dish, which had seafood, noodles, and lots of fresh vegetables.

Conclusion: I'm really happy to be here, but I do have moments of homesickness, especially when I have dinner alone.

(See next page for strips.)

Worksheet 1 Strips

If I could be anywhere else right now, I'd want to be back home in Thailand for several reasons.

It's hard for me to be in a country on my own when I'm used to being with my family and seeing my friends every day.

My family and friends all lived in the same neighborhood, and we usually saw each other every day.

We didn't need to make plans to see each other; we'd just go to each other's houses whenever we felt like it.

I love healthy, spicy Thai food.

Foods like chilies, ginger, and garlic really make food taste delicious, and they're good for you, too.

I miss my favorite dish, which had seafood, noodles, and lots of fresh vegetables.

I'm really happy to be here, but I do have moments of homesickness, especially when I have dinner alone.

Outline-Up Worksheet 2

Outline 2

Question: Describe an ideal vacation. Use specific details to support your response.

Thesis: My ideal vacation would be three weeks in Hawaii because I love to scuba dive and enjoy beautiful natural scenery.

- I. Clear, warm water and colorful sea life make Hawaii a scuba diver's paradise.
 - A. Many come just to swim with the giant sea turtles.
 - B. I went scuba diving in Hawaii once before and couldn't believe how many different fish I saw.
- II. In Hawaii, beaches, volcanoes, and tropical forests with waterfalls are all on one island.
 - A. On Oahu, visitors can spend the morning hiking the Diamond Head volcano. Then they can spend the afternoon sunbathing and surfing on Waikiki Beach.
 - B. There are tropical forests to explore with hundreds of varieties of plants and bright tropical birds.

Conclusion: I went to Hawaii for just a week to learn how to scuba dive, but I'd love to spend more time there to enjoy all of the other things it has to offer.

(See next page for strips.)

Worksheet 2 Strips:

My ideal vacation would be three weeks in Hawaii because I love to scuba dive and enjoy beautiful natural scenery.

Clear, warm water and colorful sea life make Hawaii a scuba diver's paradise.

Many come just to swim with the giant sea turtles.

I went scuba diving in Hawaii once before and couldn't believe how many different fish I saw.

In Hawaii, beaches, volcanoes, and tropical forests with waterfalls are all on one island.

On Oahu, visitors can spend the morning hiking the Diamond Head volcano. Then they can spend the afternoon sunbathing and surfing on Waikiki Beach.

There are tropical forests to explore with hundreds of varieties of plants and bright tropical birds.

I went to Hawaii for just a week to learn how to scuba dive, but I'd love to spend more time there to enjoy all of the other things it has to offer.

Outline-Up Worksheet 3

Outline 3

Question: Do you agree or disagree with the following statement? In order to perform well at work, people need more than 2 weeks of vacation a year. Use specific reasons and examples to support your response.

Thesis: I strongly agree that people need more than two weeks of vacation a year to perform well at work.

- I. Vacation is rejuvenating, and actually gives people a lot of energy.
 - A. Most Europeans have 4 - 6 weeks of vacation per year and have high productivity.
 - B. In my country, Italy, we have five weeks of vacation, which really gives you a chance to feel like you're away from work. When I get back from vacation, I find I look forward to the challenges at work again.
- II. Although work is important, it's not the only important part of life.
 - A. Spending time with your family and friends is possibly the most important part of life.
 - B. People on their deathbeds often regret not having spent enough time with family and friends. They never regret not having spent enough time in the office.

Conclusion: When people don't have enough vacation, the consequences can be serious. In fact, in Japan there's even a term for dying from overwork: it's "karoshi."

(See next page for strips.)

Worksheet 3 Strips:

I strongly agree that people need more than two weeks of vacation a year to perform well at work.

Vacation is rejuvenating, and actually gives people a lot of energy.

Most Europeans have 4 - 6 weeks of vacation per year and have high productivity.

In my country, Italy, we have five weeks of vacation, which really gives you a chance to feel like you're away from work. When I get back from vacation, I find I look forward to the challenges at work again.

Although work is important, it's not the only important part of life.

Spending time with your family and friends is possibly the most important part of life.

People on their deathbeds often regret not having spent enough time with family and friends. They never regret not having spent enough time in the office.

When people don't have enough vacation, the consequences can be serious. In fact, in Japan there's even a term for dying from overwork: it's "karoshi."