

CLASSIFYING

A very important organization skill is the ability to **classify** ideas and things. The division/classification essay is one of the ways we can put this ability to work. Classifying means seeing which ideas and things go together as a group and why they do so. Before selecting a topic and beginning your division/classification essay, try the following exercise which will give you some practice in the skill of classifying.

EXERCISE:

Each of the following groups of six items can be logically divided into two subgroups of three items each. In the spaces provided, divide the items into the two subgroups. Then supply an appropriate **subheading** for each group, and a **title or main heading** that includes both subgroups. 1 & 2 are partly answered.

1. ITEMS: beef carrots pork potatoes spinach veal

MAIN HEADING	<u>Foods</u>	SUBHEADING	<u>Vegetables</u>
SUBHEADING	<u>Meats</u>		
a. _____		a. _____	
b. _____		b. _____	
c. _____		c. _____	

2. ITEMS: coal gas sun wind water oil

	MAIN HEADING	<u>Energy Sources</u>
SUBHEADING	<u>Polluting Sources</u>	SUB HEADING
		<u>Clean Sources</u>
a. _____		a. _____
b. _____		b. _____
c. _____		c. _____

3. ITEMS: biology chemistry literature music painting physics

	MAIN HEADING	_____
SUBHEADING	_____	SUBHEADING

a. _____		a. _____
b. _____		b. _____
c. _____		c. _____

4. ITEMS: earthquake flood inflation tornado unemployment war

	MAIN HEADING	_____
SUBHEADING	_____	SUBHEADING

a. _____		a. _____
b. _____		b. _____
c. _____		c. _____

5. ITEMS: arthritis aspirin heating pad massage rheumatism sprain

MAIN HEADING _____

SUBHEADING _____

SUBHEADING _____

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

6. ITEMS: inflation productivity public works programs wage-price controls unemployment
urban decay

MAIN HEADING _____

SUBHEADING _____

SUBHEADING _____

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

7. ITEMS: alcohol cigarettes exercise good nutrition drug abuse rest

MAIN HEADING _____

SUBHEADING _____

SUBHEADING _____

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____