

1.02 Scenario Thinking- Using Methods of Organizing Information

Directions: Successful communication is largely determined by our ability to organize material and to select and utilize a delivery method appropriate for a particular audience. For this activity, look at the different methods of organizing information, and then come up with of an example of a situation/scenario for usage the method appropriate for a particular audience.

Method of Organizing Information	Example of situation/scenario of when to use a particular method of organizing information
Indexed order e.g., Alphabetical	<i>Ex. Ashley was asked by her principal to create a program for the commencement exercise held in June.</i>
Chronological order	
Sequential (Process or instruction)	
Comparison and Contrast	
Inductive (indirect)	
Deductive (direct)	
Cause & Effect	
Problem/solution	
Classification	
Spatial/Geographical Order of location	
Simple to Complex	
Value/Size	
Climatic order (aka clincher order)	
Inverted pyramid (aka anticlimactic order)	