

Name _____

Date _____

Organize Information Logically

A well-written essay has a clear and logical structure. Usually, writers introduce a topic, explain the main ideas, and finish with a conclusion. Each part of the essay should be organized so readers can easily follow your thoughts. Using a logical structure makes your writing clearer and easier to understand.

Tips for organizing information:

- Start with an introduction that states your topic.
- Group related information together.
- Use headings or subheadings if helpful.
- Finish with a conclusion that sums up your main points.

Read the short essay below. Then complete the outline using information from the essay.

The Effects of Vitamin D Imbalances

Vitamin D is essential for health because it helps the body absorb calcium and phosphorus, which are needed for strong bones. Our bodies can produce vitamin D naturally, but sometimes they do not make enough. Both too little and too much vitamin D can lead to health problems.

If vitamin D levels are too high, calcium can build up in the body, causing deposits in soft tissues like the heart and lungs. This may result in breathing issues. Excess vitamin D can also cause kidney stones, nausea, confusion, and disorientation.

When vitamin D is too low, the body cannot absorb calcium properly, which can lead to weak bones and disorders like

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osteoporosis or rickets. Low levels may also be connected to thyroid and kidney problems, as well as muscle weakness and fatigue.

Everyone should aim to get the right amount of vitamin D to stay healthy.

Effects of Too Much Vitamin D	Effects of Too Little Vitamin D

B. How would you organize this essay so it is easier to follow?

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Organize Information Logically – Answer Key

osteoporosis or rickets. Low levels may also be connected to thyroid and kidney problems, as well as muscle weakness and fatigue.

Everyone should aim to get the right amount of vitamin D to stay healthy.

Effects of Too Much Vitamin D	Effects of Too Little Vitamin D
Calcium deposits in soft tissues (heart, lungs) Breathing problems Kidney stones, nausea, confusion, disorientation	Poor calcium absorption Bone disorders (osteoporosis, rickets) Muscle weakness, fatigue, thyroid/kidney issues

B. How would you organize this essay so it is easier to follow?

I would organize the essay by separating the effects of too much and too little vitamin D into two sections. I would start with an introduction explaining why vitamin D is important, then have clear headings for “Too Much Vitamin D” and “Too Little Vitamin D,” and finish with a conclusion emphasizing the need for proper vitamin D levels.