

Name _____

Topics and Subtopics

When you have decided upon the topic for your report, you then must divide your information into smaller sections. This will not only help you to organize your information, but it will also help you determine whether or not you have covered your topic completely.

For example, SAILING would be a very broad topic for a report. It could be divided into many different subtopics, depending on what kind of information on sailing you wanted to write about.

Topic—SAILING

- Subtopics—history of sailing ships
—special sailing terms used
—equipment needed
—famous sailors

Match the list of topics on the right, with the correct subtopics on the left.

SUBTOPICS

- baseball
- basketball
- body
- closing
- football
- flower
- fruit
- graphics
- greeting
- heading
- hockey
- how used in jewelry
- painting
- sculpture
- signature
- soccer
- starting a collection at the beach
- when used for money

TOPICS

