

Exercise Four: A Structured Overview

Below is a jumbled paragraph about a common North American breakfast food.

Try to unscramble the information and draft an outline of appropriate headings that could help to structure this information in a more logical and helpful way.

Toast is most commonly eaten with butter or margarine spread over it, and may be served with preserves, spreads, or other toppings in addition to or instead of butter. You may need more slices because it is so good. Later, simple devices were created to toast bread in the fire, such as wire frames to cook the toast more evenly. Some sandwiches, such as the BLT, call for toast to be used rather than bread. The practice of toasting bread became popular in the Roman Empire. Toast with jam or marmalade is popular. The word "toast" actually comes from the Latin "tostum," which means "to burn or scorch." You will need a toaster and a slice of bread. Toast is considered by many to be delicious! The first breads were likely toasted by laying them in front of the fire on a hot stone. Toast is a common breakfast food.

Overview:

Takeaways/answers on next page.

Exercise Four Takeaways

Sample solution:

1. What is Toast?
2. How To Make Toast
3. History of Toast

In the sample solution, the topics flow from most relevant and important to least, as perceived by the writer. It could be argued that the topic of most interest to readers might be "How to Make Toast", in which case it should be moved to the top.