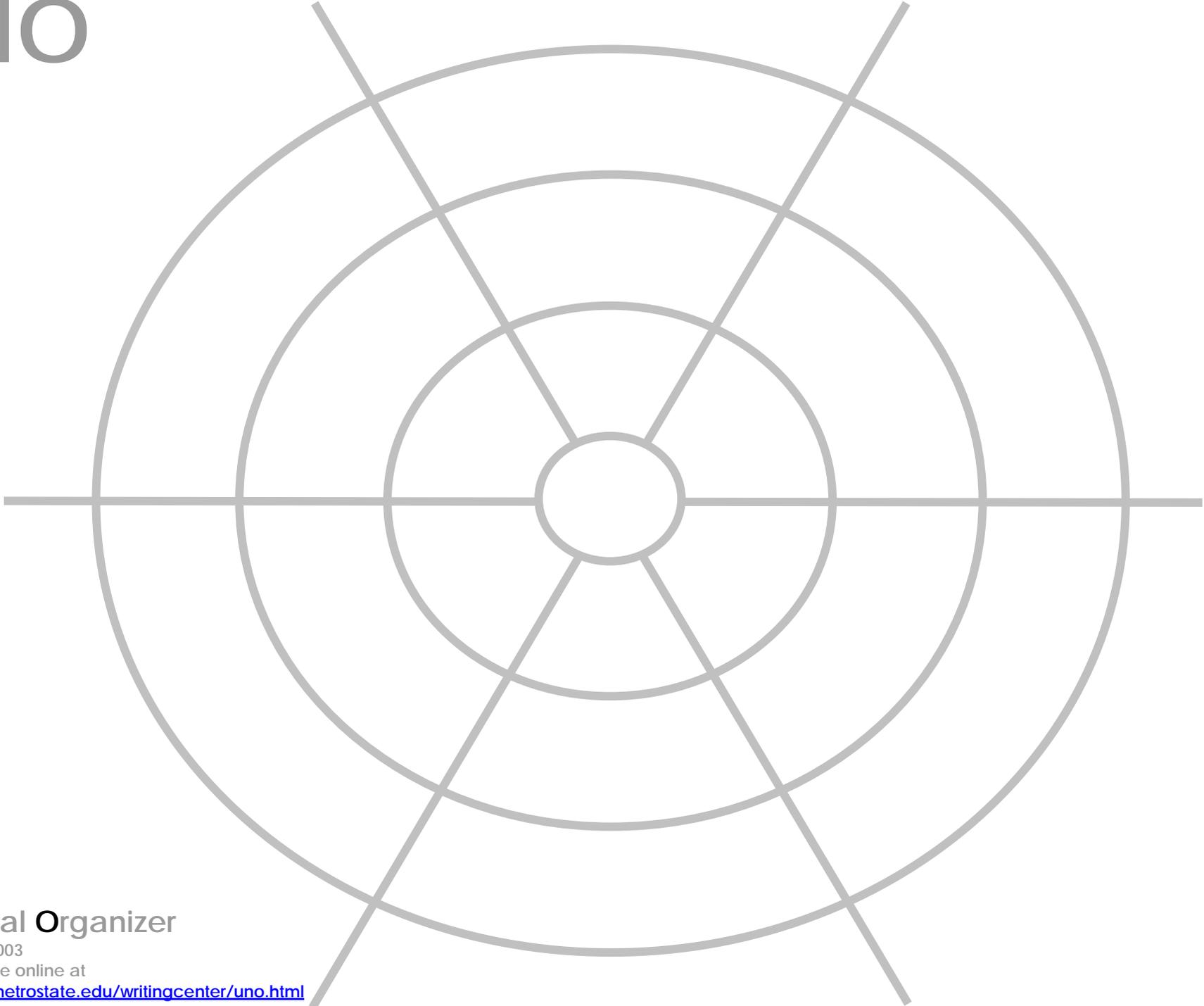
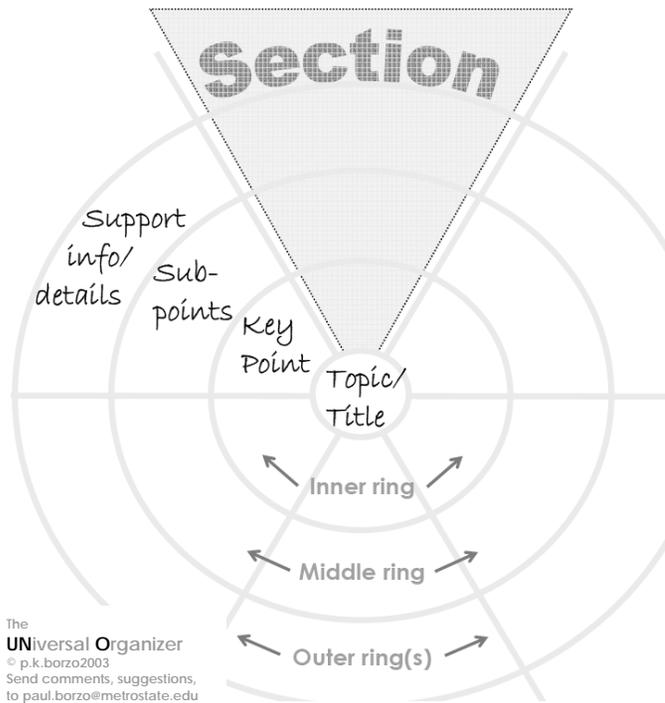


UNO



The **UNiversal Organizer**

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Now available online at
<http://www.metrostate.edu/writingcenter/uno.html>



Sample UNO outlines...

Easy to use...

UNO (The **UNiversal Organizer**) breaks down a large project into *manageable steps*. It's a *manual process from head to lead!* **You know (UNO)** what you're doing!

Write the name of the **topic or title** in the center circle.

Write one **key point** in each section of the *inner ring*.

Write any **sub-points** in each section of the *middle ring*. Continue adding **support information and details** in the *outer ring(s)*; expand on these when writing the paper.

Once this information is written down, the paper is completely outlined—by *sections* and by *order*. (You are not limited to these sections or rings—use UNO in *any way it works for you!*)

To write the paper from the outline, summarize the **key points** in the *first ring*, telling what the paper will discuss [introduction]. Then each *section* becomes a paragraph (or portion) of the paper [body]. Elaborate with the **sub-points** and **support information and details**, moving outward from the center. **Highlight information as it is used**. When the section is completely highlighted...move on to the next section...you're writing the paper in small segments and can easily see what has been used, as well as your progress. Continue with each section; then summarize your thoughts [conclusion].

IT IS ESSENTIAL to use a highlighter to "mark out" the information as you use it. This shows what you've used – and it shows your progress!

Some UNO uses:

- ❑ organizing a paper (its humble origin!)
- ❑ adding description to people or places
- ❑ planning a project or event
- ❑ designing a website
- ❑ taking notes from a chapter of a textbook
- ❑ preparing a presentation or lecture
- ❑ planning or developing curriculum
- ❑ setting and achieving goals

Be creative! Add rings or sections, or start "satellites" for major key points!

Your feedback is important! If UNO has helped you in a unique way, share it with us! The UNO model is based on a number of traditional brainstorming and grouping methods; UNO combines **segmentation AND priority** at the same time. Also, if you know of similar models please share them with us! Just send an e-mail to

paul.borzo@metrostate.edu