inspiration®

Version 7.5

Template Guide

™

Inspiration®
SOFTWARE, INC

★ Table of Contents

* new templates introduced with Inspiration 7.5.

Language Arts

™
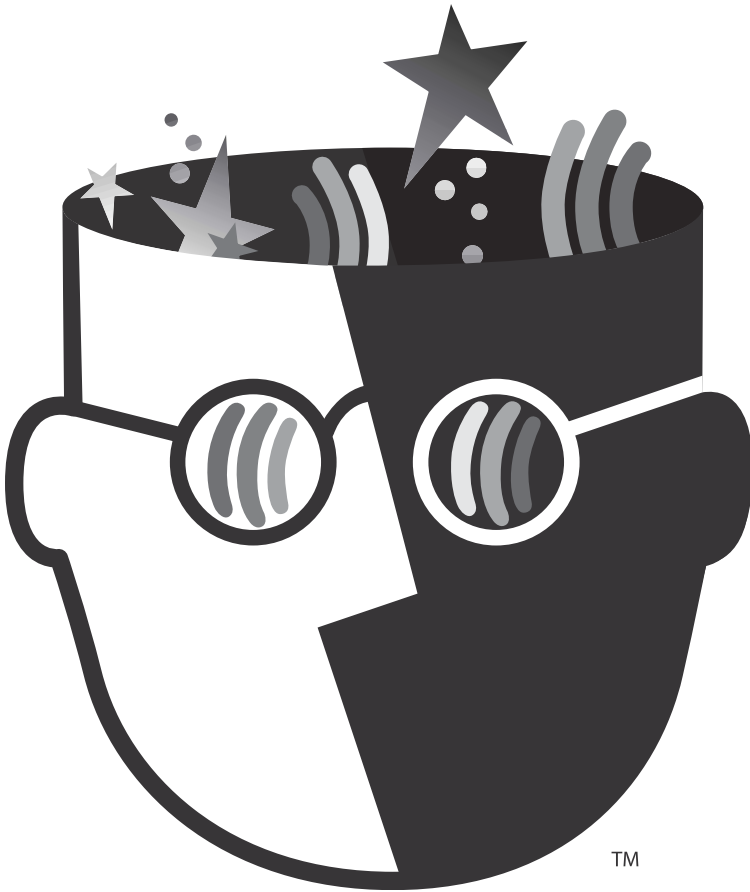
★ Autobiographical Event

▶ **How to use this template**
1. Enter the event to be analyzed into the symbol labeled "Autobiographical Event."
2. Enter related information into the appropriate symbols.
3. To add detail to the event sequence section, click on the hyperlink to the Historical Episode template.
4. Reflect on the event, noting what it meant to you at the time and what it means to you now. Enter ideas into the symbols labeled "Then" and "Now."

▶ **Benefits of using the Autobiographical Event template**
Personal narrative is one of the most commonly assigned forms of writing in language arts classrooms. Here, students focus on important aspects of a memory, rather than simply relating a sequence of events.

Autobiographical Event

Now ◀ Significance

Background Information

Background In...
What led up to this event?

Then

Third

Event Sequence

Others Involved

Setting

Where?

When?

Second

First

Person

Person

First
Explain the significance of this event here . . .

Person

Person

Person
Elaborate on this person here . . .
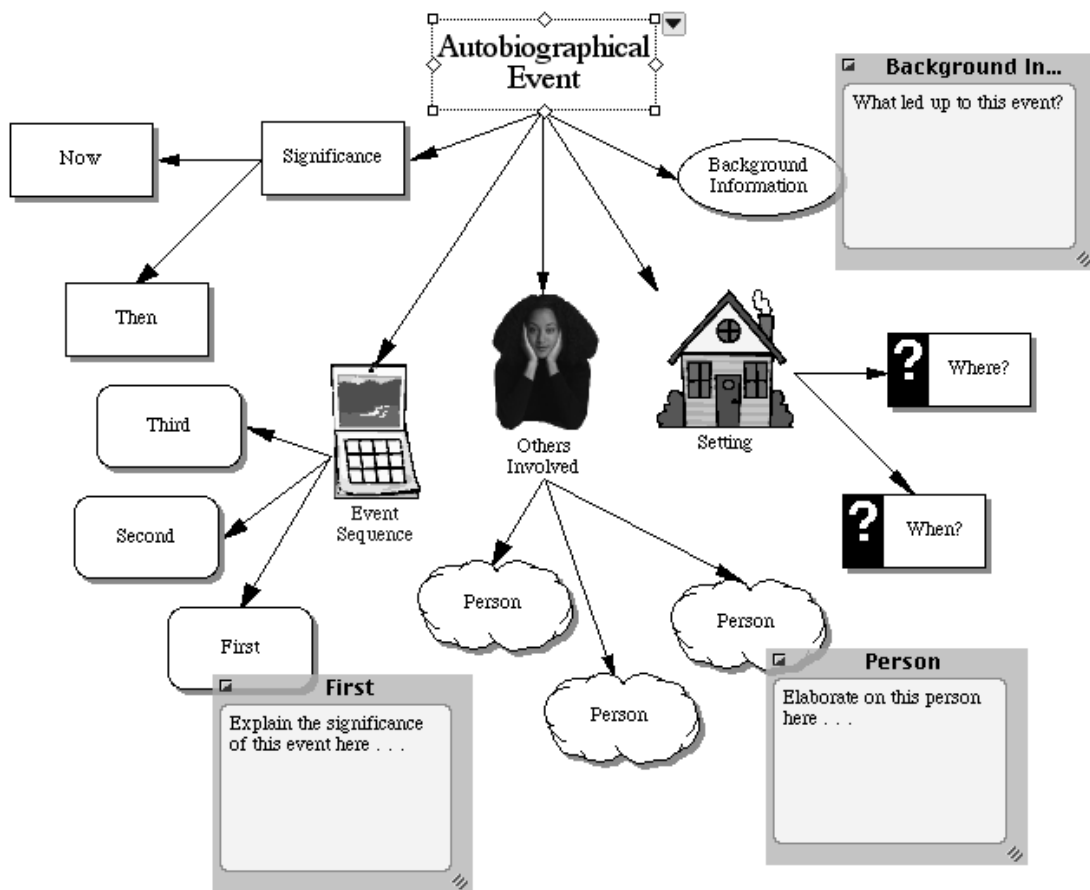
★ Biographical Essay

▶ **How to use this template**

1. Enter the name of the person you are writing about into the symbol labeled "Biographical Essay."
2. Enter details about this person into the appropriately labeled symbols and associated notes.
3. Add symbols as necessary using the Create tool or the RapidFire™ tool.
4. Think about the person you have chosen. What have you learned from him or her? Enter your ideas into the note attached to the symbol labeled "Lessons."
5. In Outline View, arrange your ideas into the order you want your audience to read them.
6. Use the Note tool to add notes and begin drafting your paper.
7. Click the Transfer button to finalize your essay in a word processor.

▶ **Benefits of using the Biographical Essay template**

When writing from personal experience, students often find it difficult to express their ideas logically. This template provides a visual representation of the information necessary for writing and an initial structure for ideas.
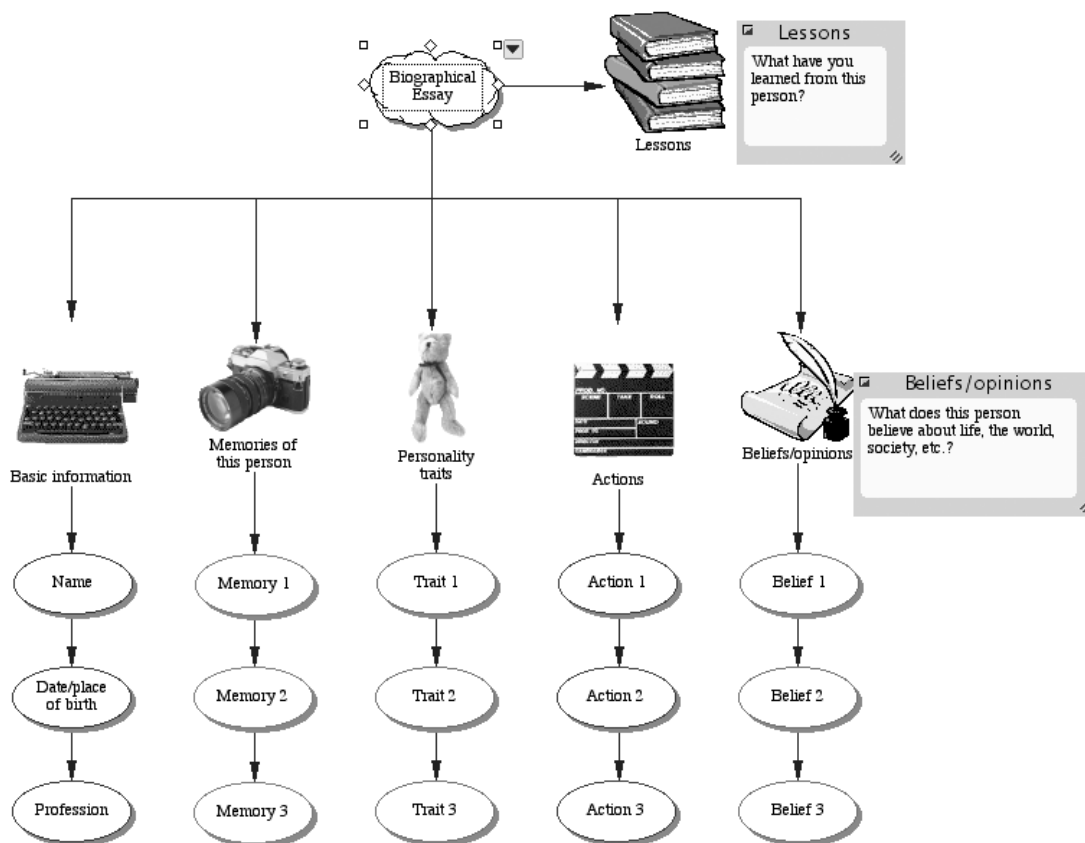
★ Book Comparison

How to use this template

1. Enter the titles of the books being compared into the appropriate symbols.
2. Fill in the remaining symbols with information from the books and other resources (for example, author's home page or literary analyses found on the Internet).
3. To begin drafting, enter additional information into the note associated with each symbol.
4. Click the Transfer button to finalize your work in a word processor.

▶ **Benefits of using the Book Comparison template**

Book comparisons can take many forms, but often students go no further than a comparison of plot elements. The Book Comparison template not only helps them visualize and keep track of information, but also reminds them of literary aspects other than plot that might be important in their analysis.
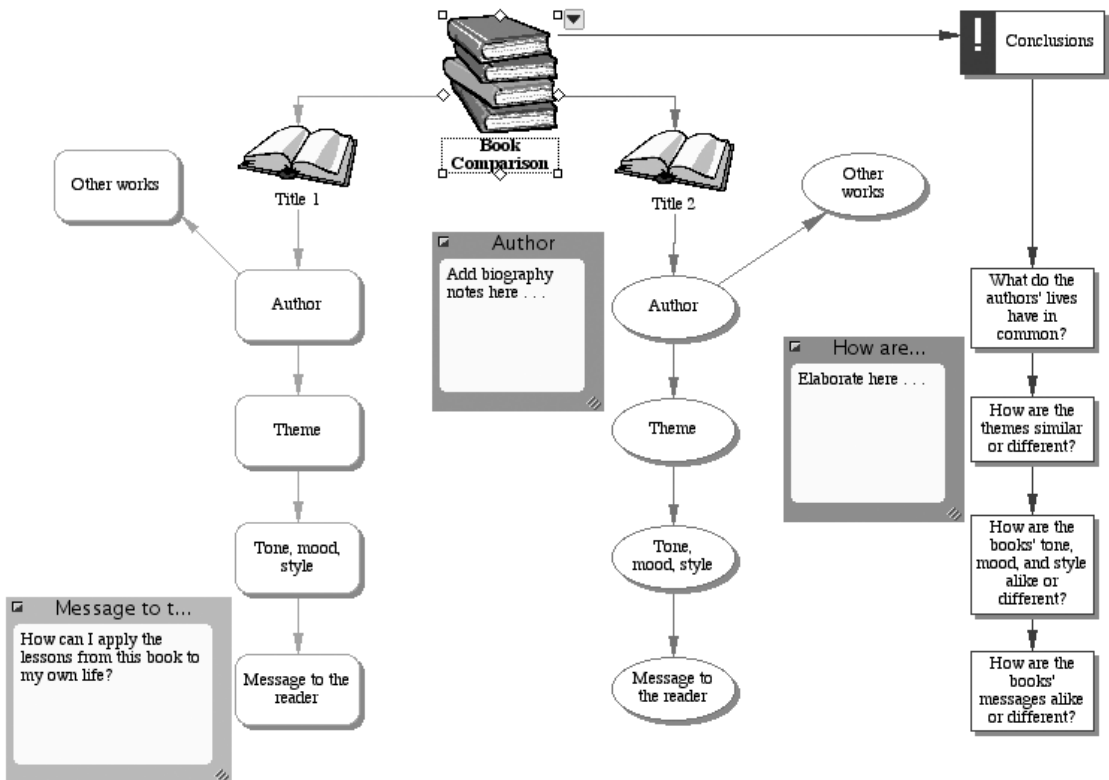
★ Business Letter

▶ **How to use this template**

1. Think about the information you want to find out and gather the addresses of agencies, organizations, or people you can contact. Enter details into the notes associated with "Information" and "Resources."
2. Enter your address and today's date into the note associated with "Heading."
3. Enter contact information of the person or company to whom you are writing into the note associated with "Inside Address."
4. Enter a salutation (Dear Mr. _____ or Dear Ms._____ if you know the correct name. Otherwise, use To Whom It May Concern). Follow the greeting with a colon (:).
5. Enter the appropriate text into the notes associated with the subtopics of "Body."
6. Continue in the same way for "Closing" and "Signature."
7. Revise and edit. Delete any text you do not want in your finished letter.
8. To publish, select the topic labeled "Write" and choose Focus In on the View menu. Click the Transfer button to finalize your letter in a word processor.

▶ **Benefits of using the Business Letter template**

Most of the letters students write are informal notes and email. This template provides students with the structure and conventions needed in composing a simple business letter.

|		Letter to request information
▼		**1. Plan**
		Information
		Resources
		Who can you contact in order to answer your questions?
▼		**2. Write**
		Heading
		Inside Address
		Salutation
		(Dear Mr. _____ or Dear Ms. _____ if you know the correct name. Otherwise, use To Whom It May Concern) into the appropriate subtopic. Follow the greeting with a colon (:).
▼		**Body**
		Paragraph 1
		Paragraph 2
		Paragraph 3
		Closing
		Signature
		3. Revise
		4. Edit
		5. Publish

★ Character Web

▶ **How to use this template**

1. Enter the name of the character to be analyzed into the symbol labeled "Character."
2. Enter a characteristic into each of the symbols labeled "One of his or her characteristics."
3. Enter supporting examples into each of the symbols labeled "Example from the book."
4. Add symbols as necessary using the Create tool or the RapidFire™ tool.

▶ **Benefits of using the Character Web template**

Character webs represent one of the ways visual learning supports comprehension in the reading process. Character webs help students justify their impressions of literary characters by citing specific evidence in a given text. This approach also enhances students' fiction writing, as they learn to use specific detail to create richer characters.
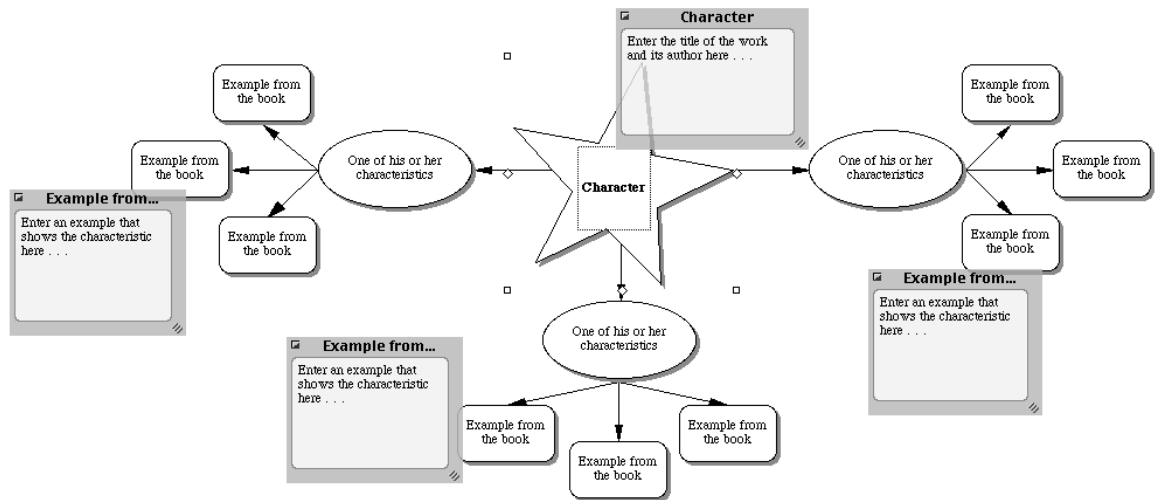
★ Comparative Analysis

▶ **How to use this template**

1. Enter a title for your essay, report, or paragraph into the symbol labeled "Title."
2. Replace the words "Idea A" and "Idea B" with the two items being compared.
3. Explore areas for comparison between the two ideas and enter them into the appropriate symbols. Add more symbols if necessary.
4. Enter details of the comparison into the subtopics for each area.
5. Think about how you will introduce the comparisons you have drawn. Enter an introductory sentence into the note attached to the symbol labeled "Introduction."
6. Think about the conclusions you can derive based on the comparison. Enter a concluding sentence into the note attached to the symbol labeled "Conclusion."
7. Click the Transfer button to finalize your analysis in a word processor.

▶ **Benefits of using the Comparative Analysis template**

Comparative analysis is an important skill that is used across the curriculum. Using this template helps students structure a comparative analysis, and by switching to Outline View, aids them in easily transferring their initial work into a written paper or report.
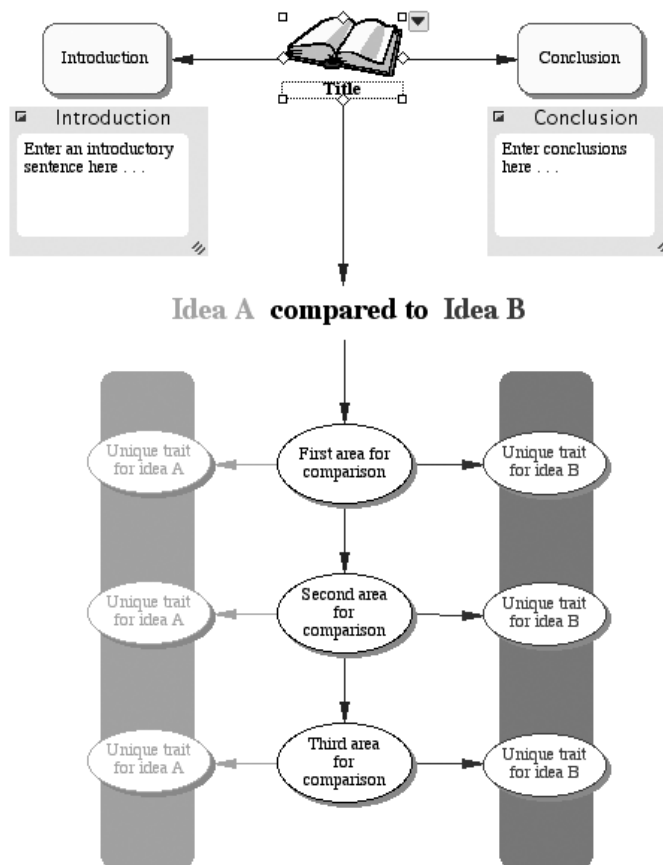
★ Definition

▶ **How to use this template**

1. Enter a word or idea into the symbol labeled "Word or concept."
2. Decide what category the word or concept belongs to (for example, literary term, genus, compound word, and so on) and enter it into the symbol labeled "Category."
3. Continue entering properties, examples, and comparisons into the appropriate symbols.
4. Use the Note tool to add notes and record detailed information.

▶ **Benefits of using the Definition template**

This template helps students understand new concepts and acquire new vocabulary. As they enter information, students also learn that complete definitions require both generalized and specific kinds of information.
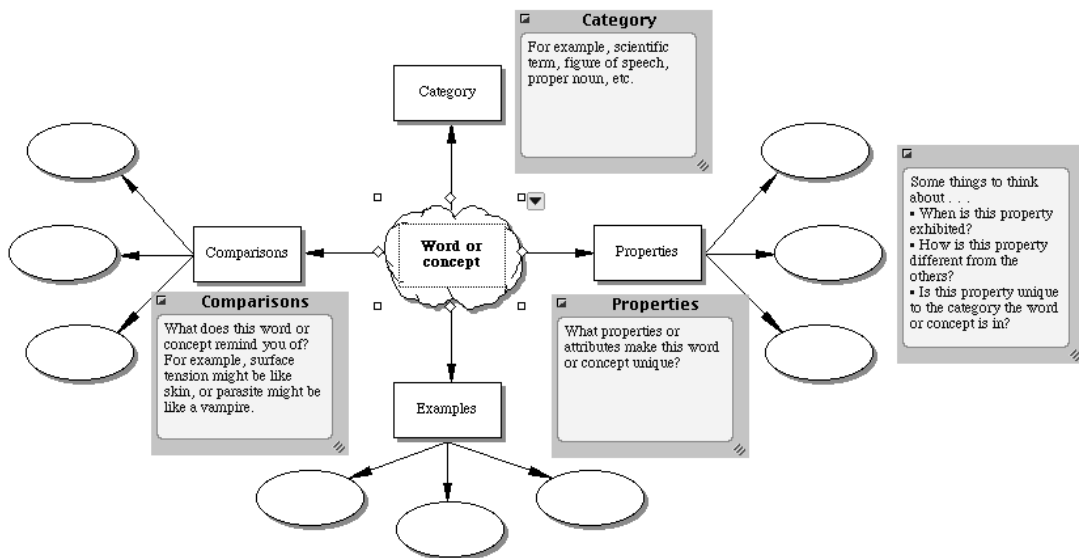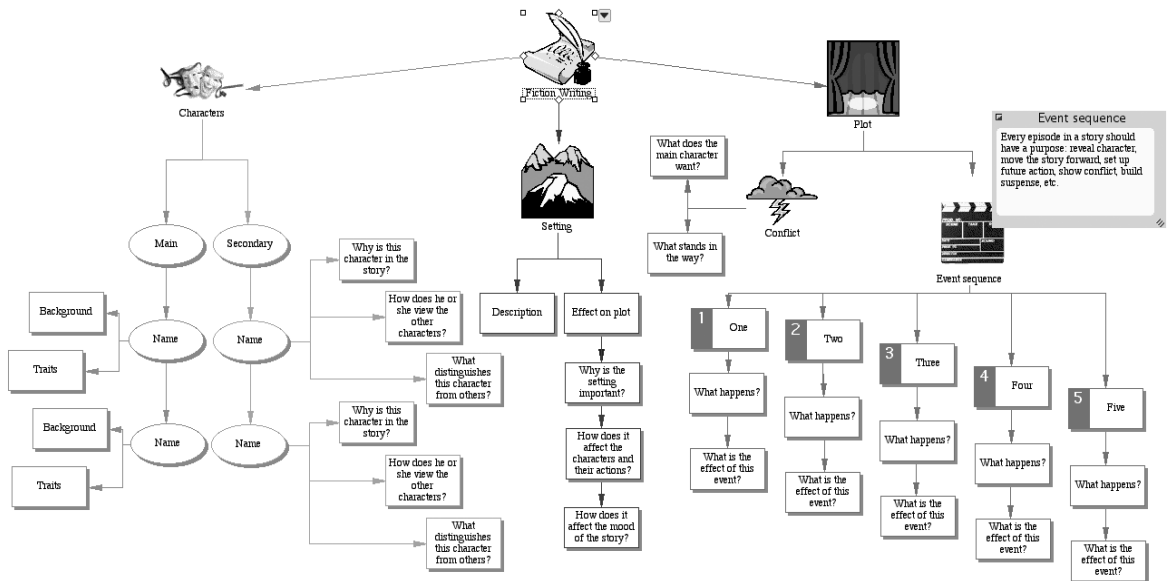
★ Fiction Writing

How to use this template

1. Enter ideas about various parts of your story into the appropriate symbols. You may start anywhere. If you need help, switch to Outline View for additional ideas.
2. Decide what happens in the story and enter the events into the symbols associated with "Event Sequence." Rearrange as necessary.
3. Use the Note tool to add notes and begin drafting your story.
4. Click the Transfer button to finalize your work in a word processor.

▶ **Benefits of using the Fiction Writing template**

The interwoven threads of character, plot, and setting are difficult for students to replicate without help. This template helps students see all of the attributes that contribute to good story writing.

★ Literary Comparison

▶ **How to use this template**

1. Enter ideas for comparison into the symbols labeled "A" and "B." Ideas may include plotlines in different stories, literary themes, the way two characters react to similar situations, etc.
2. Enter similarities into the central subtopics.
3. Enter differences into the symbols to the left and right.
4. Add subtopics as necessary using the Create tool.
5. Use the Note tool to add notes and record details or observations.

▶ **Benefits of using the Literary Comparison template**

One of the most basic and powerful forms of analysis in language arts is comparison. This template can be used for both simple comparisons (for example, hero/villain) and those that demand greater sophistication and complexity. For example, students might compare the subtle similarities and differences between literary styles, traditions, books by the same author, and so forth.

★ Literary Conflict

▶ **How to use this template**
1. Enter the book title and author into the appropriate symbol.
2. Enter the character whose conflict is to be analyzed into the symbol labeled "Character."
3. Describe the character's situation and personality. Use the Note tool to add notes and record detailed information.
4. Think about the character's main conflict in the story. Enter information about how the conflict was resolved and its effects into the note associated with the appropriate symbols.
5. If desired, switch to Outline View to begin writing an essay.

▶ **Benefits of using the Literary Conflict template**
Examination of conflict in a story can help students discover and understand the author's theme, and the message he or she wants to convey to the reader. This template helps students identify the conflict and analyze its effect on both characters and the plot.
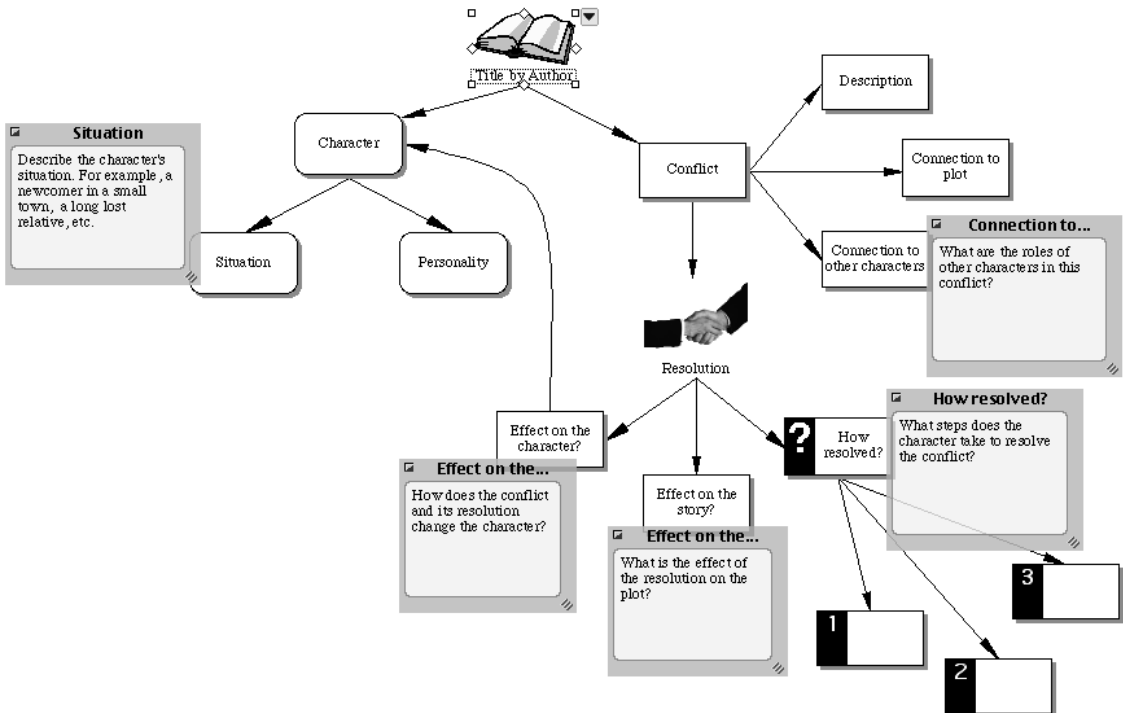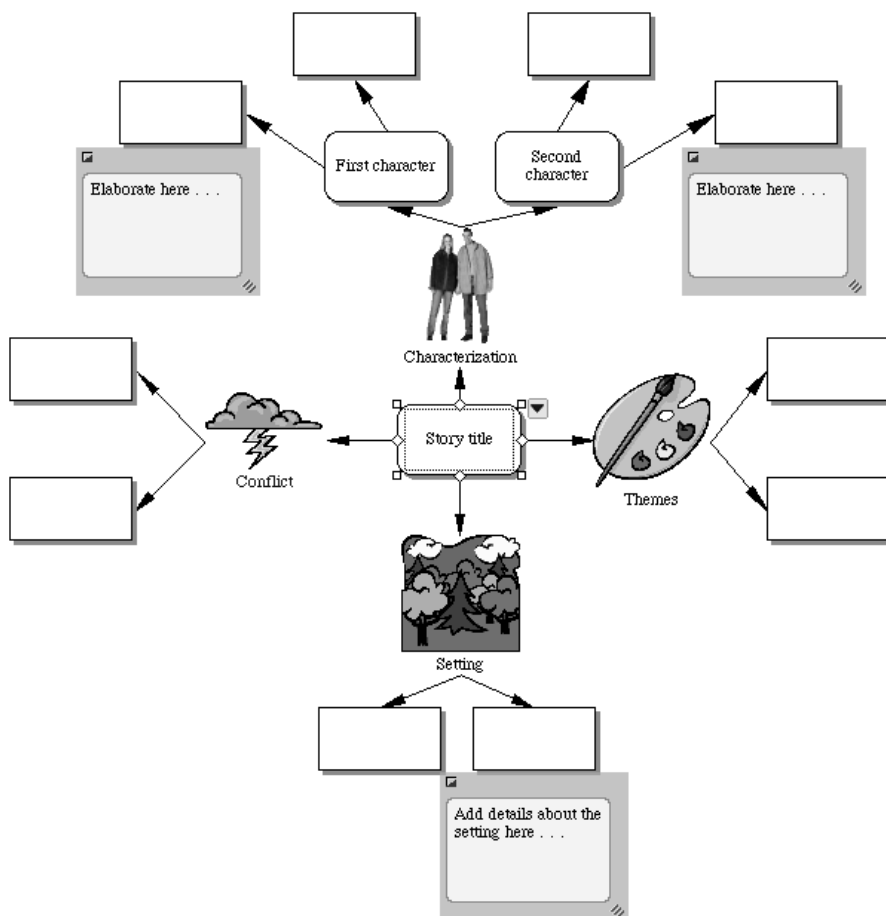
★ Literary Web

▶ **How to use this template**
1. Enter the title of any literary work into the symbol labeled "Story title."
2. Enter the names of characters into the symbols marked "First character" and "Second character." Explain why these characters are important to the story in the associated subtopics and notes.
3. Enter information about story themes, setting, and conflict into the appropriate symbols.
4. For further analysis of the story conflict, click on the hyperlink to the Literary Conflict template.
5. Use the Note tool to add notes and record detailed information.

▶ **Benefits of using the Literary Web template**

Literary webs help students understand a story or novel in terms of the whole and its parts. Students see how the vocabulary of literature—conflict, theme, setting, characterization—translates to the reading experience. This web can also focus on other literary devices such as voice, style, or genre by simply substituting them in place of the given terms.
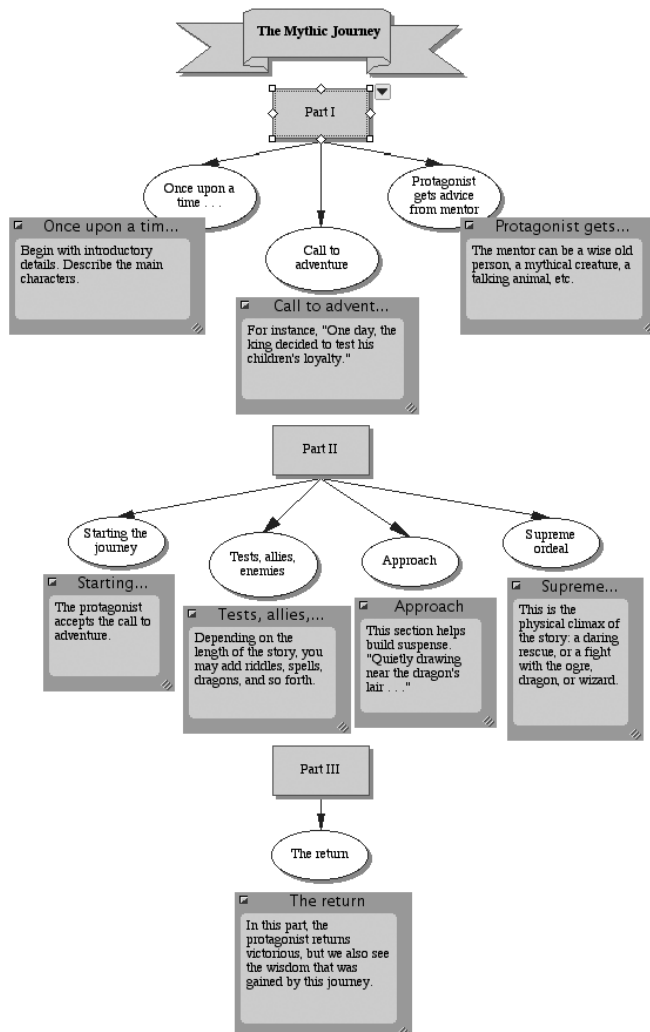
First character

Second character

Elaborate here . . .

Elaborate here . . .

Characterization

Conflict

Story title

Themes

Setting

Add details about the setting here . . .

★ Mythic Journey

How to use this template
1. Enter events into the notes associated with the subtopics of "Part I."
2. Continue entering events into the notes associated with the subtopics of "Part II."
3. Enter events that bring the story to its conclusion into the note associated with the subtopic of "Part III."
4. Switch to Outline View to revise and edit your work.
5. Click the Transfer button to finalize your story in a word processor.

▶ **Benefits of using the Mythic Journey template**
This template helps students understand the archetypal foundations of narrative. Use the diagrams to analyze literature, or as a basis for students to write their own myths and legends.

The Mythic Journey

Part I

Once upon a time . . .

☑ Once upon a tim...

Begin with introductory details. Describe the main characters.

Protagonist gets advice from mentor

☑ Protagonist gets...

The mentor can be a wise old person, a mythical creature, a talking animal, etc.

Call to adventure

☑ Call to advent...

For instance, "One day, the king decided to test his children's loyalty."

Part II

Starting the journey

☑ Starting...

The protagonist accepts the call to adventure.

Tests, allies, enemies

☑ Tests, allies,...

Depending on the length of the story, you may add riddles, spells, dragons, and so forth.

Approach

☑ Approach

This section helps build suspense. "Quietly drawing near the dragon's lair . . ."

Supreme ordeal

☑ Supreme...

This is the physical climax of the story: a daring rescue, or a fight with the ogre, dragon, or wizard.

Part III

The return

☑ The return

In this part, the protagonist returns victorious, but we also see the wisdom that was gained by this journey.

★ Persuasive Essay

▶ **How to use this template**

1. Before beginning a persuasive essay, brainstorm possible ideas for your paper. The Idea Map template will help you get started.
2. Enter the essay topic into the symbol labeled "Persuasive Essay."
3. Enter important introductory information into the note associated with "Introduction."
4. Enter the facts of your argument into the symbols under "State the facts."
5. Continue in the same way for each of the remaining sections.
6. Add symbols as necessary using the Create tool.
7. Switch to Outline View.
8. Revise and edit. For writing help, see the note associated with each section of the essay.
9. Click the Transfer button to finalize your essay in a word processor.

▶ **Benefits of using the Persuasive Essay template**

This template helps students clarify their audience and purpose for writing as they construct their persuasive essay. With these important factors in mind, they can use a visual step-by-step approach for formulating their argument.
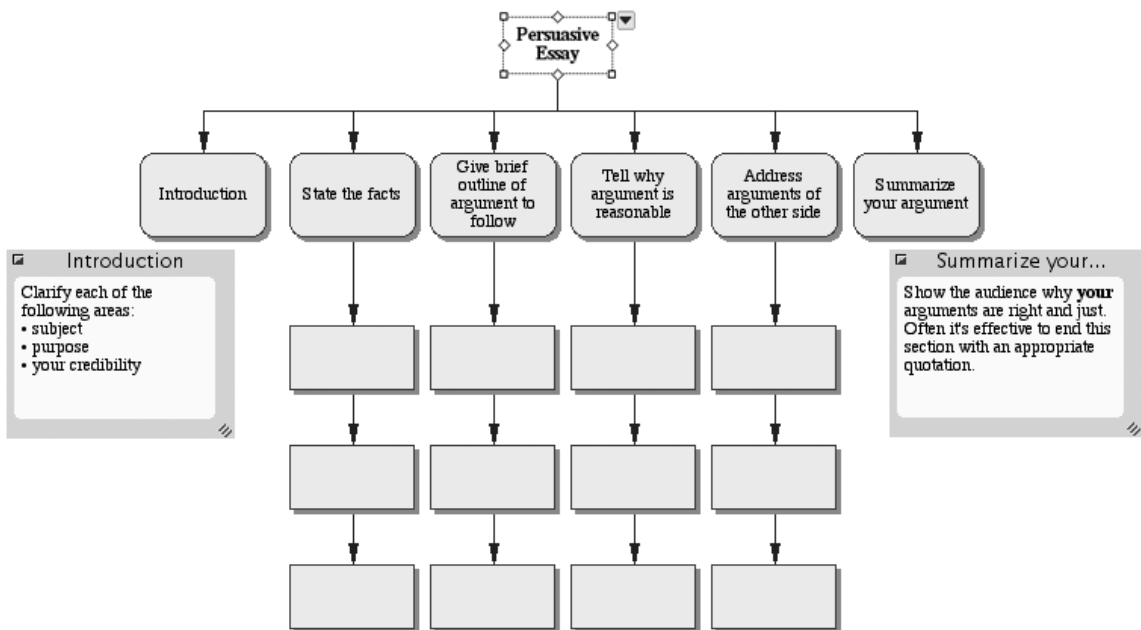
★ Poetic Analysis

▶ **How to use this template**

1. Enter the title and author of the poem to be analyzed into the appropriate symbol.
2. Enter lines from the selected poem into the symbols labeled "Line 1," "Line 2," and so on. Add symbols as necessary using the Create tool.
3. Use the Note tool to add notes and record interpretations, comments, or questions.
4. Record examples of figurative language and poetic tools in the appropriate symbols.

▶ **Benefits of using the Poetic Analysis template**

This template helps students analyze or respond to a poem line by line, making a sometimes daunting task more manageable. By switching to Outline View, students transform their diagram into the beginnings of an analytic essay.
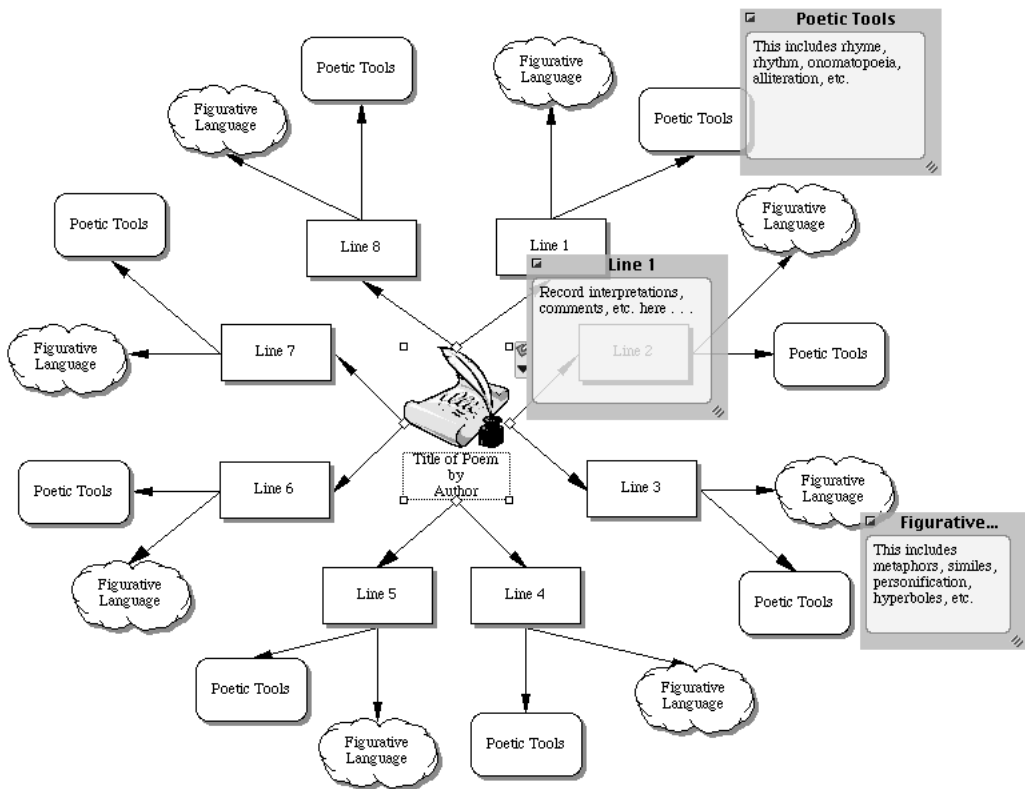
★ Story Triangle

▶ **How to use this template**

1. Enter the title and author of the story or novel into the appropriately labeled symbol.
2. Enter details about the story's beginning into the symbol labeled "Exposition."
3. Describe the events that start the action of the story in the symbol labeled "Rising Action."
4. Enter the main event to which the story leads into the symbol labeled "Climax."
5. Continue in the same way for the symbols labeled "Anticlimax," "Secondary Climax," "Falling Action," and "Resolution."
6. Record additional information in the note associated with each symbol.

▶ **Benefits of using the Story Triangle template**

The story triangle is one of the most common ways to analyze the structure of a story or novel. This approach visually demonstrates the role of story structure in building suspense and channeling plot events toward resolution.
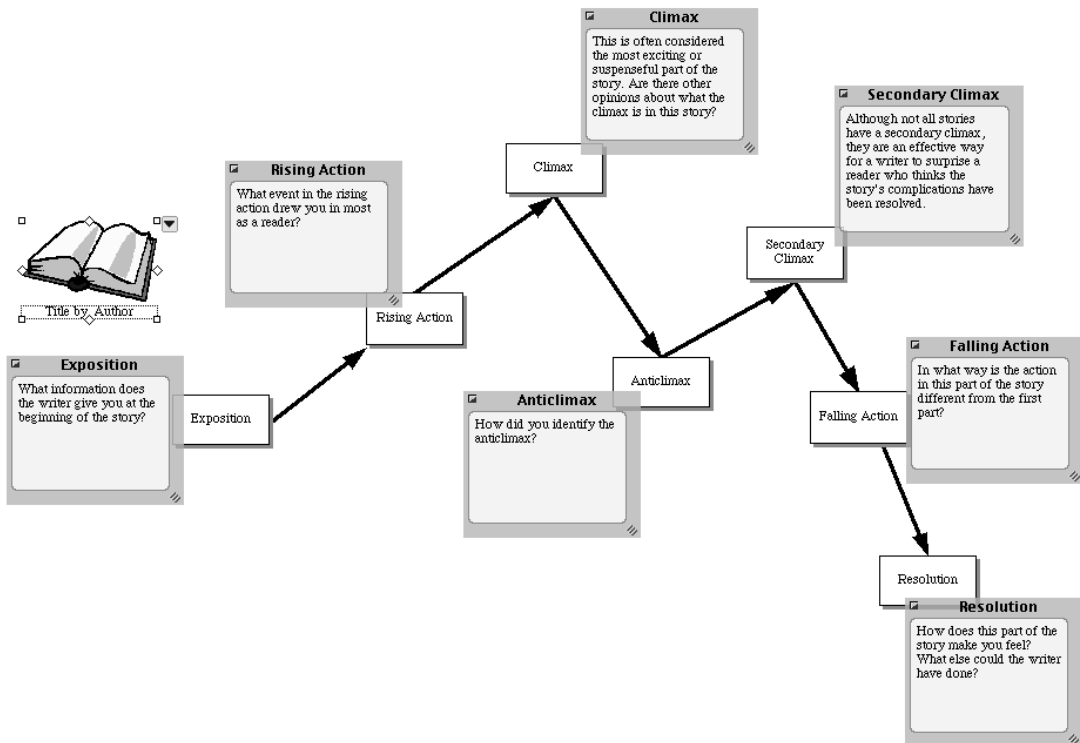
★ Textual Analysis

How to use this template
1. Enter the title of the work being analyzed and the author's name into the appropriate symbol.
2. Think about the author and describe what his or her perspective is in the writing. Enter this information into the symbol labeled "Author's perspective." Use the Note tool to add notes and record additional information.
3. Enter important ideas gleaned from the reading into the symbols associated with "Important ideas."
4. Think about ways the ideas in this work are related to other ideas. Enter this information into the symbols associated with "Related to what other ideas?"
5. Discuss the reading and come up with questions that result from the work. These may be stated directly, be implied by the author, or you may discover questions that the author has not addressed. Enter these questions into the symbols associated with "Further questions."

▶ **Benefits of using the Textual Analysis template**
Close textual analysis helps students connect new information to prior knowledge and prompts them to extend inquiry to other areas.
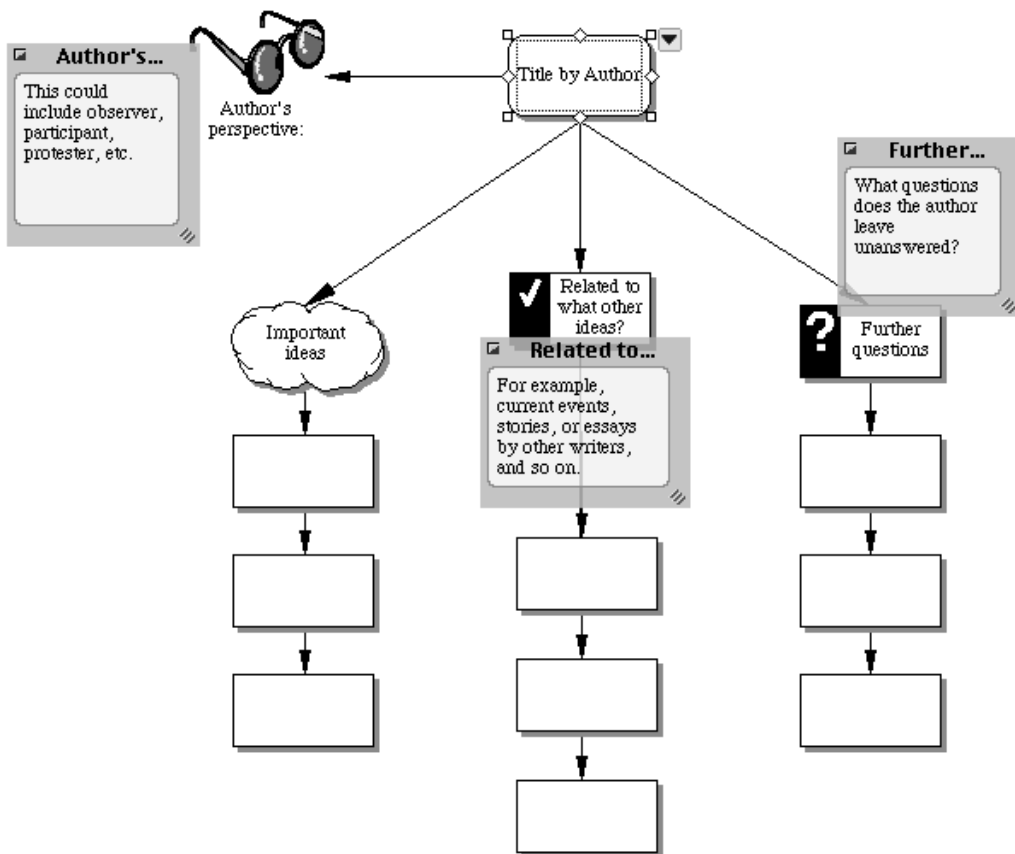
★ Vocabulary

How to use this template

1. Enter the word to be analyzed into the symbol labeled "Vocabulary Word." State the definition of the word in the note associated with the symbol.
2. Use the Record command to demonstrate pronunciation.
3. Enter information about the history of the word into the note associated with the symbol labeled "Derivation."
4. Enter appropriate text into the symbols associated with "Synonyms" and "Antonyms." As you brainstorm, add symbols as necessary using the Create tool or RapidFire™ tool.
5. Write several sentences using the vocabulary word and enter them into the symbols under "Sentences."

▶ **Benefits of using the Vocabulary template**

Students can use this template to examine and visually analyze a word. After analysis, students can see all of the information about their word at a glance, or isolate specific details for memorization.
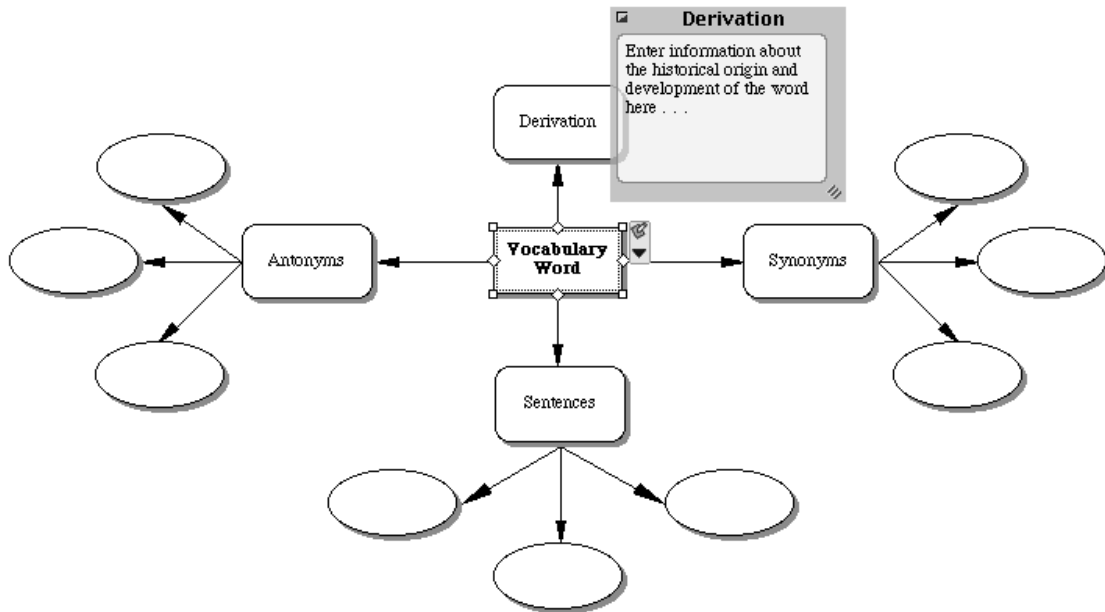
★ Writing Directions

▶ **How to use this template**

1. Think of a skill or process to explain to a reader. Enter it into the symbol labeled "Subject."
2. Think about your audience. Enter ideas you might want to consider into the note associated with the symbol labeled "Audience."
3. Enter information in the order the reader needs to know it into the symbols associated with "What is the order of information?" Add more numbered symbols as necessary.
4. Read your writing to a friend and check for understanding. You can also use the Listen tool to hear your work read aloud. Revise as necessary.
5. Click the Transfer button to finalize your writing in a word processor.

▶ **Benefits of using the Writing Directions template**

Being able to give good directions is as important as the ability to follow them. This template helps students structure, sequence, and organize their directions, giving them clarity and coherence.

Social Studies

™
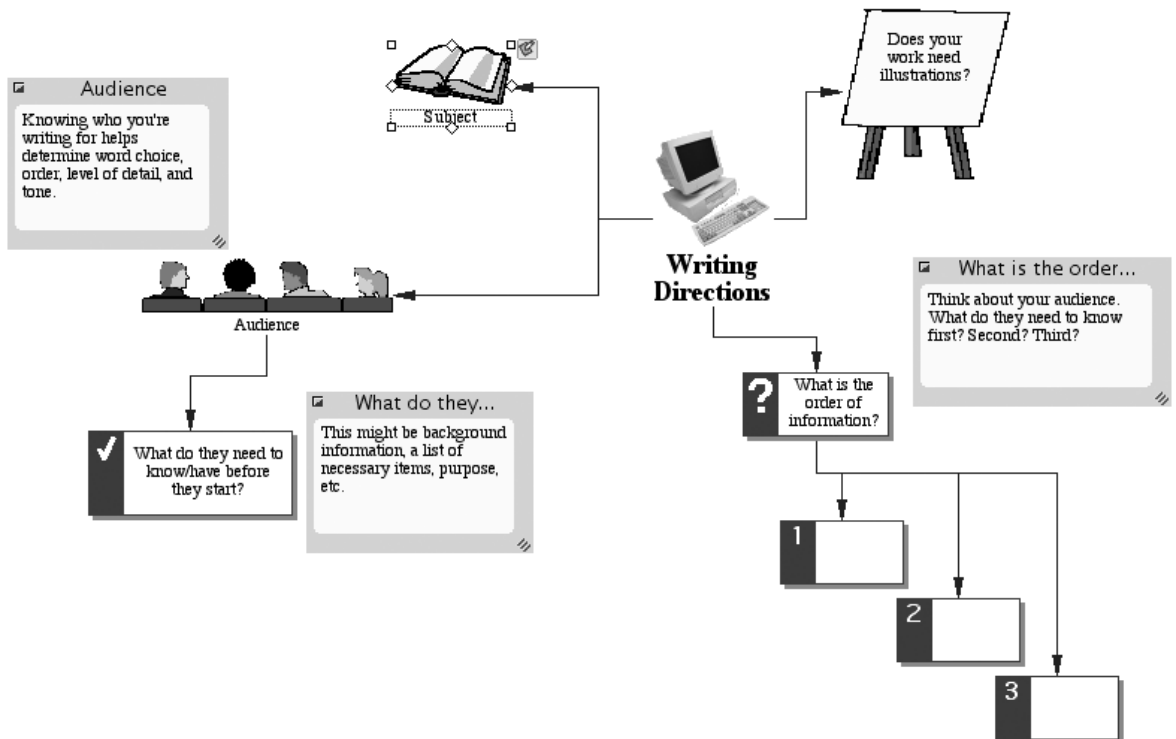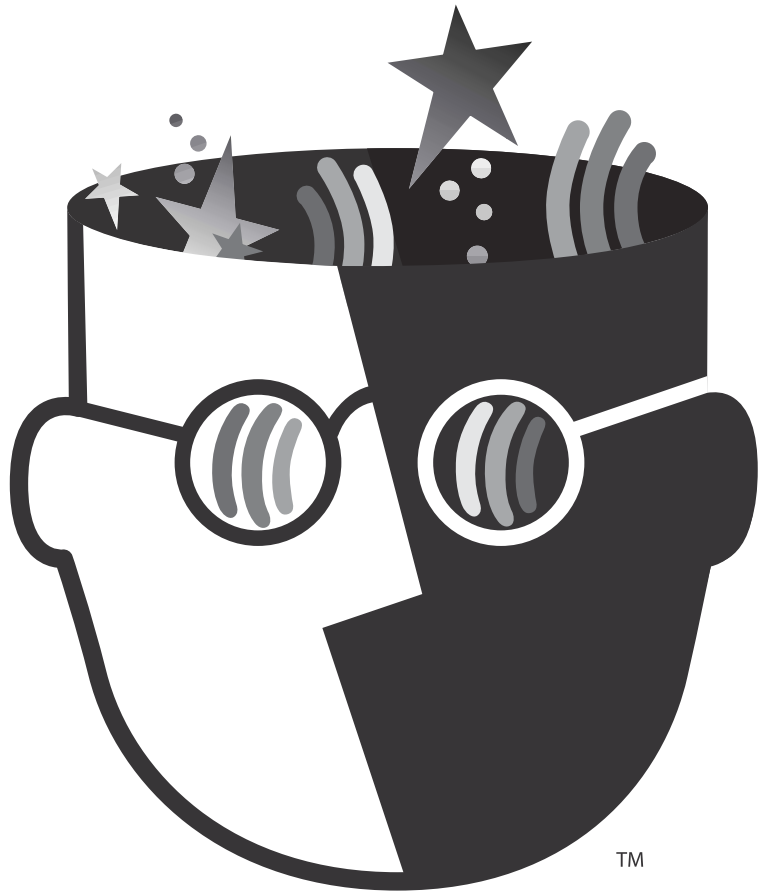
★ Article Comparison Paper

How to use this template

1. Enter the historical subject into the symbol labeled "Subject."
2. Enter the titles of three articles on that subject into the appropriate symbols. Be sure to enter bibliographic information into the associated note.
3. Add details about the focus of each article into the note associated with the appropriate symbol. Continue in the same way with the argument and conclusion.
4. Review your notes and decide which article is the most convincing. Enter your reasoning into the note associated with the symbol labeled "Why?"
5. Click the Transfer button to finalize your work in a word processor.

▶ **Benefits of using the Article Comparison Paper template**

Comparison is an important thinking strategy used across the curriculum. This template helps students structure a sophisticated comparative essay as they keep track of information visually.
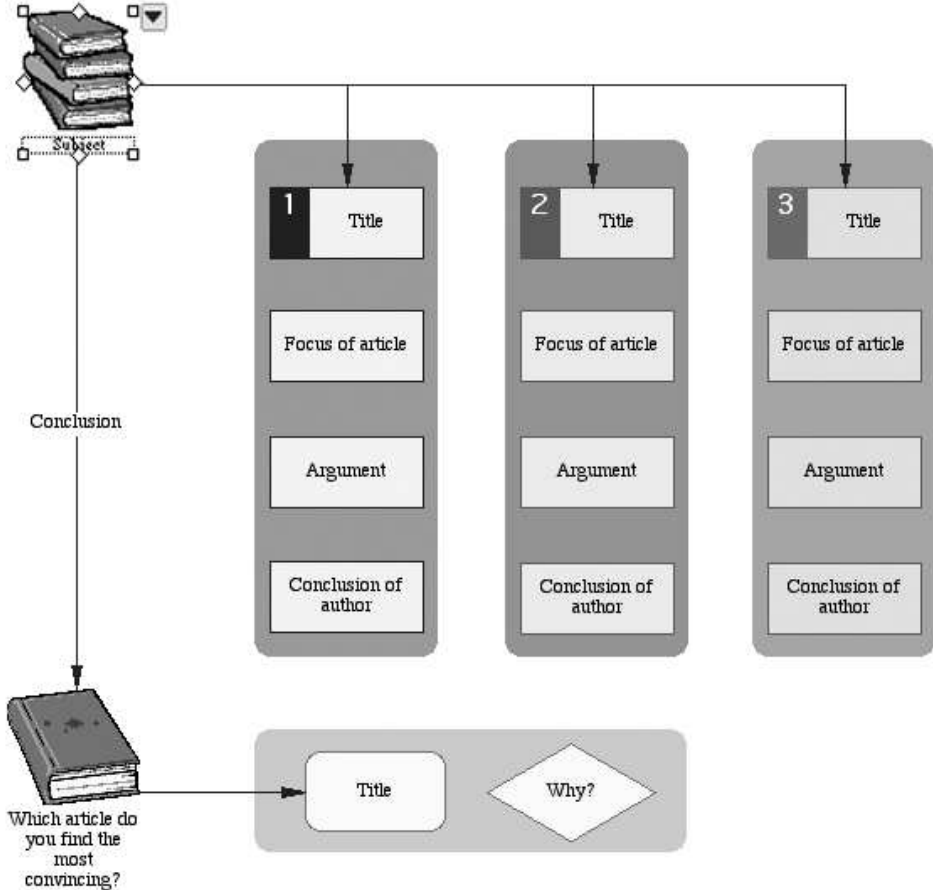
★ Causality

▶ **How to use this template**
1. Enter any event into the symbol labeled "Event."
2. Enter information about factors surrounding this event as indicated by the subtopics. Click on the hyperlink to the <u>Effect of Event</u> template to further analyze this section.
3. Use the Create tool to add more symbols as necessary.
4. Use the Note tool to add notes and record detailed information.

▶ **Benefits of using the Causality template**
This template allows students to conduct a more sophisticated analysis of an event than a simple cause and effect approach allows. Students will see a progression of causes, as well as factors that might reverse a particular chain of events. This template can be used to analyze any event—historic, current, ecological, literary, and so forth. This template is also particularly effective when used in conjunction with the <u>Effect of Event</u> template.

Enter information about the effect of the event here . . .

Enter information about the general causes here . . .

Effect of event

What immediately precipitated event

Event

Factors fighting against event

Causes leading toward event

Enter information about the factors that opposed the occurrence of the event here . . .

Enter information about the specific causes here . . .
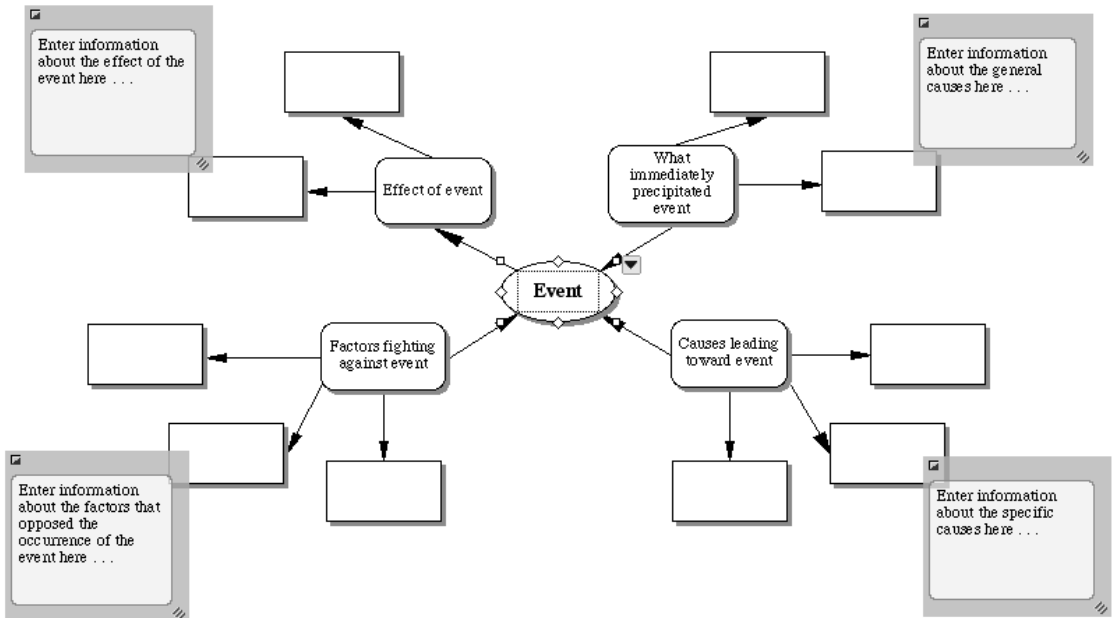
★ Cause and Effect

▶ **How to use this template**

1. Enter any event into the oval symbol labeled "Cause."
2. Enter the initial effects of the event into the symbols labeled "Effect."
3. Enter any implications of the effects into the symbols labeled "Implication."
4. If multiple causes lead to one effect, enter the causes into the rectangular symbols labeled "Cause."
5. Enter the effect or result of those causes into the oval symbol labeled "Effect or Results."
6. Add symbols as necessary using the Create tool.
7. Use the Note tool to add notes and record detailed information and observations.

▶ **Benefits of using the Cause and Effect template**

This approach can be used across the curriculum. In social studies, use this template to show the causes and effects of war, economic trends and crises, political movements, and so forth. It is also a valuable assessment tool to determine if students understand various aspects of the history curriculum, such as causes and effects of the Civil War. In the sciences, use this tool to illustrate chemical reactions, animal adaptation, or changes in migration patterns. Examination of cause and effect relationships in language arts helps students understand plot in fiction writing, examine life events for personal essays and autobiographies, or analyze information for essays.
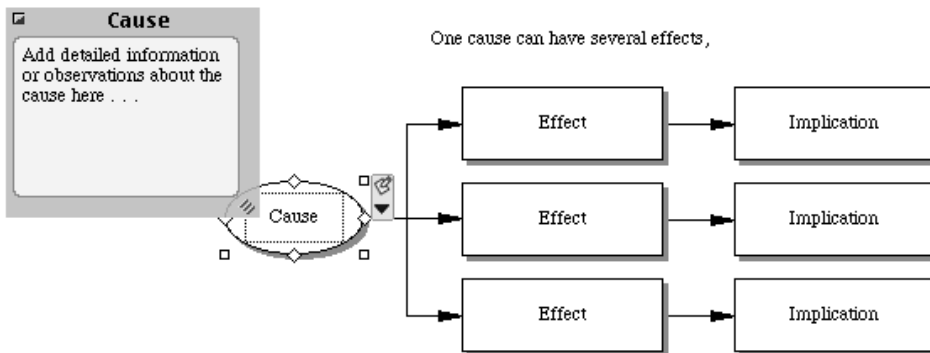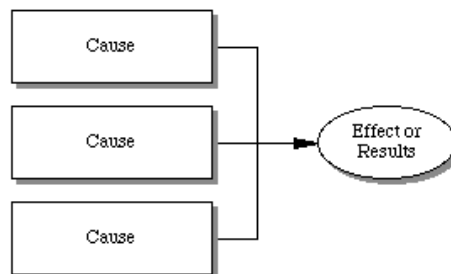
★ Conflict Resolution

▶ **How to use this template**
1. Enter a description of the conflict into the topic labeled "Conflict Resolution."
2. Identify the parties involved in the appropriate topics. Add new topics as necessary using the Topic tool.
3. Use the notes text associated with "Background Information" to enter any details a person not involved in the conflict would need to understand the situation.
4. Enter a statement of each party's point of view and their desired outcome into the appropriate topics.
5. After discussion, enter statements of mutual agreement and areas of possible compromise. For further analysis, click on the hyperlink to the Pro and Con template.

▶ **Benefits of using the Conflict Resolution template**
Studying conflict resolution encourages students to understand point of view, shared values, and the history of a conflict. Addressing conflict in an orderly way helps students pinpoint a specific problem and ways of resolving it. This template can be used to examine actual conflicts in which students are involved or conflicts they encounter in literature, history, and current events.

Conflict Resolution

  I. **Background Information**
     Enter background details here . . .
 II. **Party A**
     A. Statement of conflict
     B. Statement of desired outcome
III. **Party B**
     A. Statement of conflict
     B. Statement of desired outcome
 IV. **Areas of Mutual Interest**
     A.
     B.
     C.
  V. **Areas of Possible Compromise**
   A.
     B.
     C.

★ Effect of Event

▶ **How to use this template**
1. Indicate a specific event in the symbol labeled "Event."
2. Enter the names of specific groups affected by the event into the symbols labeled "Group."
3. Enter the effects the event had on each group into the symbols labeled "Effect."
4. For each effect, use the Note tool to document examples.
5. Add symbols as necessary using the Create tool or the RapidFire™ tool.

▶ **Benefits of using the Effect of Event template**

Often students see history as a series of events, without understanding their actual impact on various groups involved. This template allows students to analyze the effects of an event from multiple perspectives. It can be used in science, language arts, and social studies curricula. For example, students can examine the effects of events such as the invention of the printing press or the development of atomic energy.
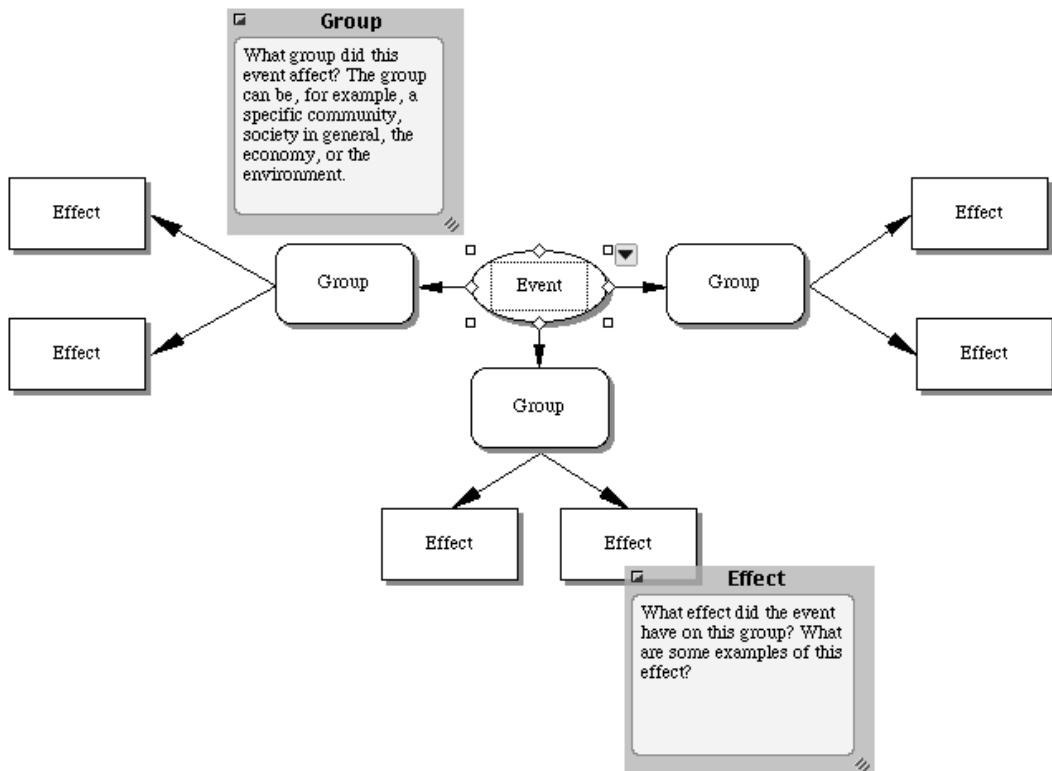
★ Government

▶ **How to use this template**
1. Enter the type of government to be studied (monarchy, democracy, etc.) into the symbol labeled "Government."
2. Enter information regarding each subtopic into the appropriate symbol.
3. Use the Note tool to add notes and record additional information or details.
4. Use the Link tool to indicate the connections and relationships between the branches.
5. Switch to Outline View to begin drafting an essay or report.

▶ **Benefits of using the Government template**
The study of governments can be complex. This template helps students organize information into an understandable format so they better comprehend the central ideas behind governments and the responsibilities of each branch in a system of shared or exclusive powers.

★ Historical Episode

▶ **Benefits of using the Historical Episode template**

Students see how events are interrelated and clarify their importance by placing them in context. This template can be used to examine history (for example, the Boston Tea Party in the context of the Revolutionary War) or literature (for example, the fight between Romeo and Tybalt in *Romeo and Juliet*).
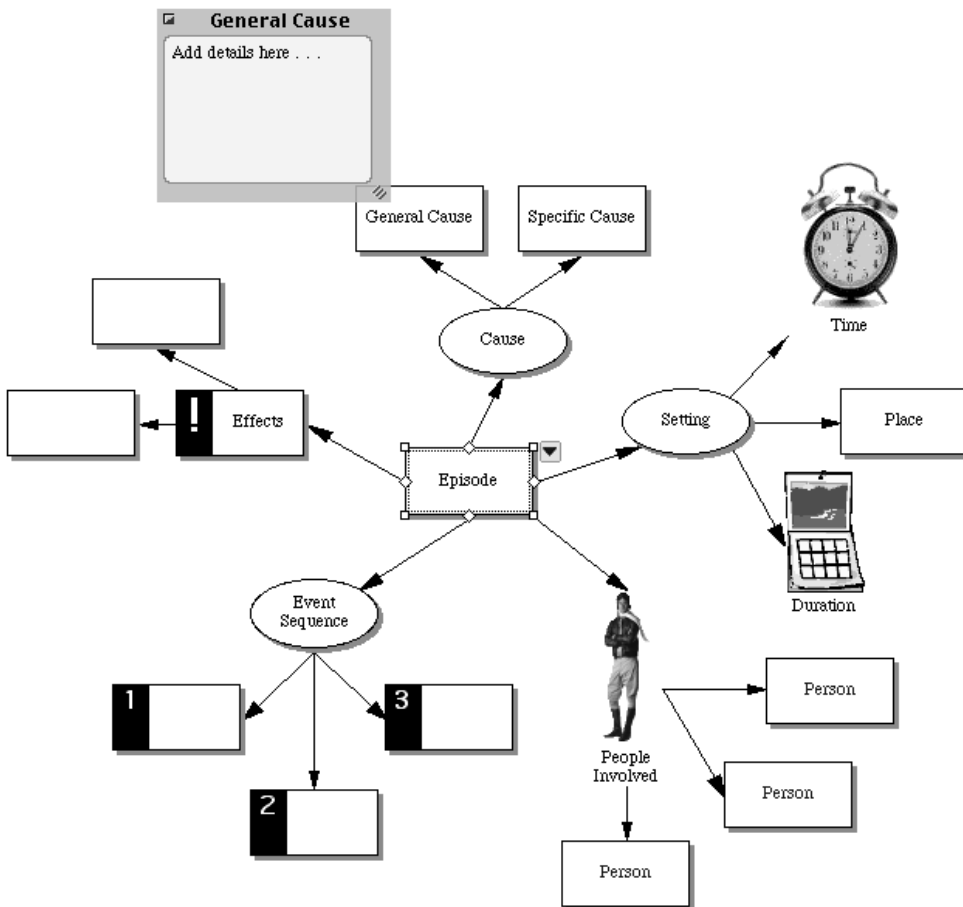
★ Historical Figure

How to use this template
1. Enter the name of the figure to be analyzed into the symbol labeled "Historical Figure."
2. In the note associated with the symbol labeled "Historical Backdrop," discuss important aspects of the historical era that may have impacted the figure. For further analysis, click on the hyperlink to the Historical Period template.
3. Research influences on this figure and record them in the subtopics associated with the symbol labeled "Influences." Use the associated notes to add details.
4. Discuss deterrents this figure faced. Use the note associated with each symbol to add details about the significance of these deterrents. Add more symbols as necessary using the Create tool.
5. List the person's major accomplishments. Add more symbols as necessary using the Create tool. For each accomplishment, analyze its long- and short-term effects. Use the associated notes to add details.

▶ **Benefits of using the Historical Figure template**
Well-rounded analysis of an important historical figure encourages students to move beyond a list of chronological events and learn that history is driven by individual accomplishments.
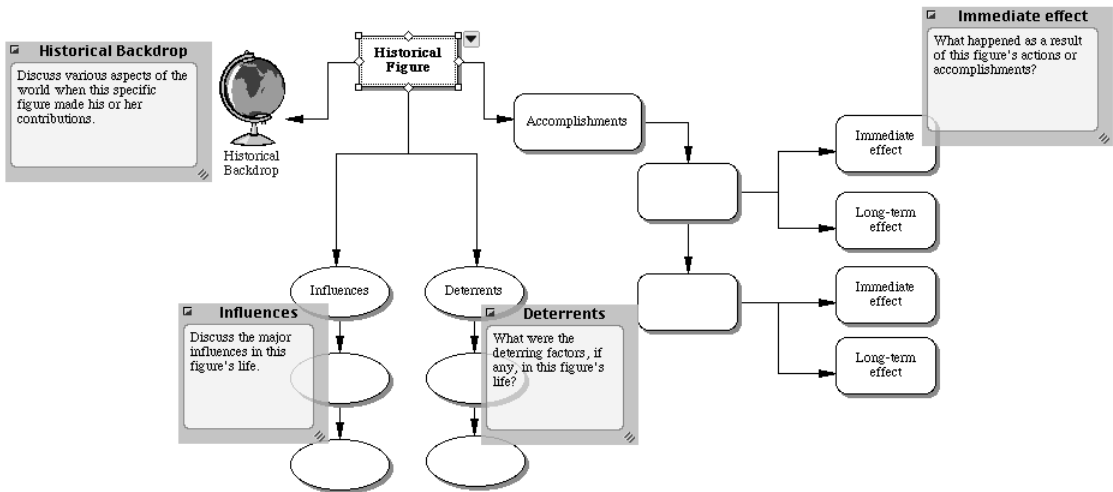
★ Historical Period

▶ **How to use this template**
1. Determine the historical period to be analyzed and enter it into the symbol labeled "Historical Period."
2. Gather information regarding human rights, exploration, inventions, etc. and enter it into the appropriate symbols.
3. Add subtopics as necessary using the Create tool.
4. Use the Note tool to add notes and record supplementary information and details.

▶ **Benefits of using the Historical Period template**
Examining all aspects of an historical period contextualizes the events that take place within it and helps students understand the actions and reactions of those involved.
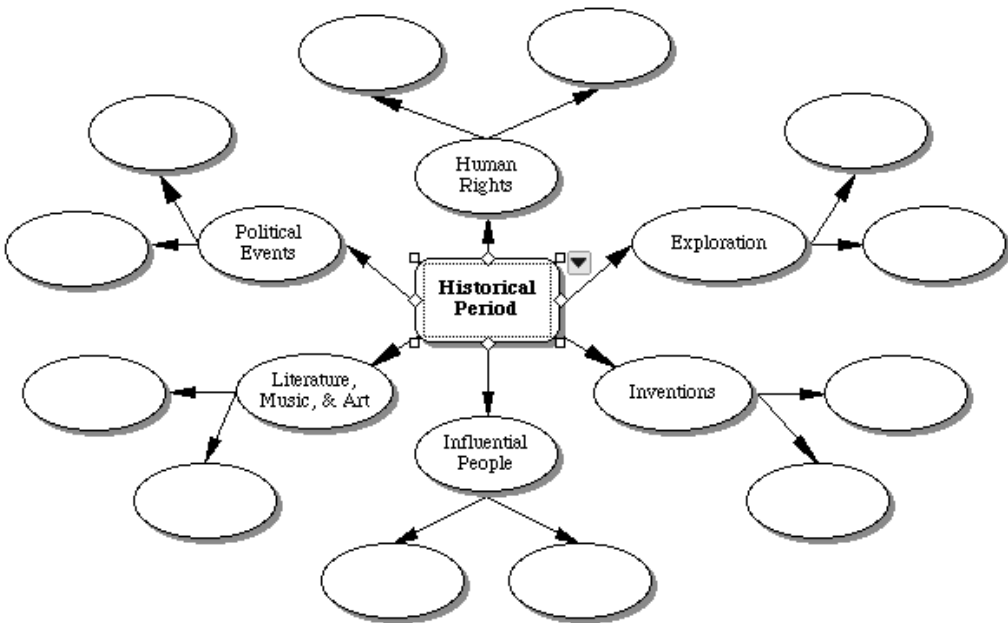
★ Policy

How to use this template
   1. Enter the name of a country or a political figure, historical or contemporary, into the symbol labeled "Leader or Country."
   2. Enter information about foreign and domestic policies, and economic ideas into the appropriate subtopics.
   3. Enter consequences of each policy into the appropriate symbols.
   4. Add symbols as necessary using the Create tool.
   5. Use the Note tool to add notes and record supplementary information and details.

▶ **Benefits of using the Policy template**
An important part of studying history and economics is policy analysis. This template helps students to identify the policies of a particular leader or nation and examine their influences on both the economy and the world.
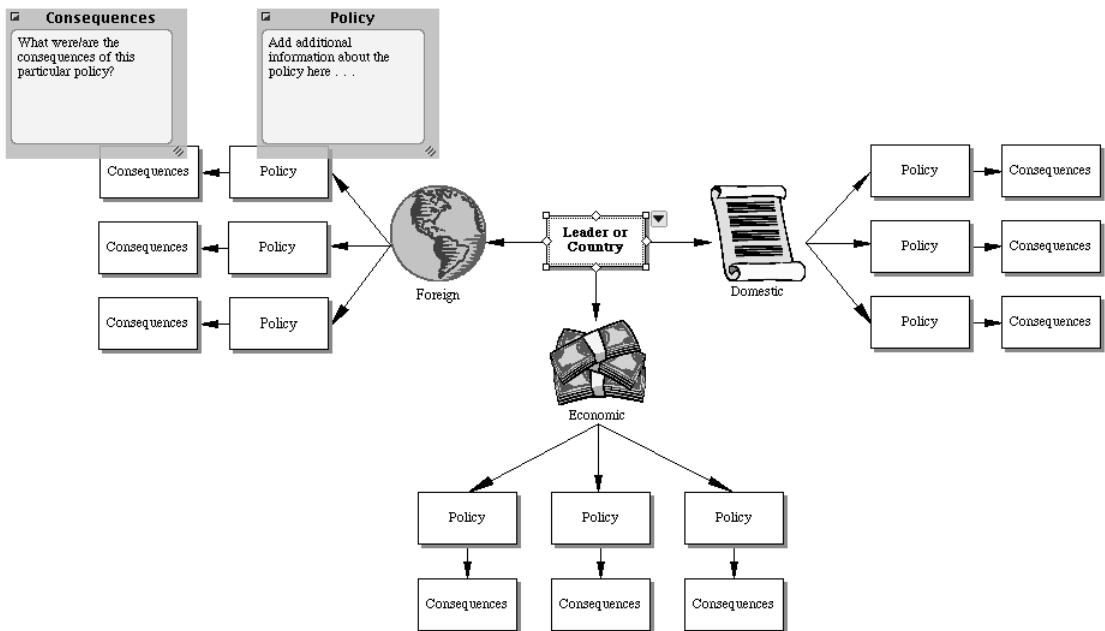
★ Pro and Con

How to use this template

1. Decide on an issue to examine and enter it into the symbol labeled "Statement of Issue."
2. Enter arguments in support of the issue into the numbered symbols under "Pro." Use the Note tool to add notes and record additional information.
3. Enter arguments against the issue into the numbered symbols under "Con." Use the Note tool to add notes and record additional information.
4. If there are additional circumstances or considerations that should be taken into account, enter them into the symbols labeled "Related Consideration."
5. After analyzing both sides, enter the final decision into the symbol labeled "Final Analysis."

▶ **Benefits of using the Pro and Con template**

Analyzing opposing sides of an issue is basic to resolving conflict, whether interpersonal or political.
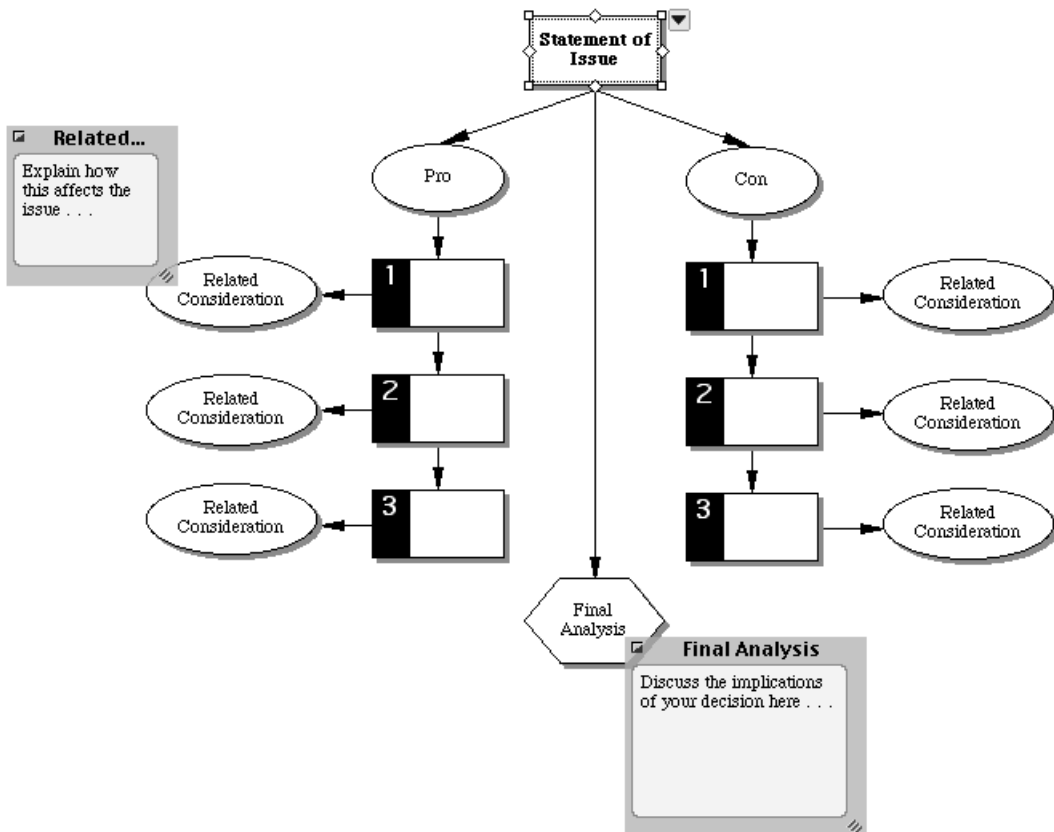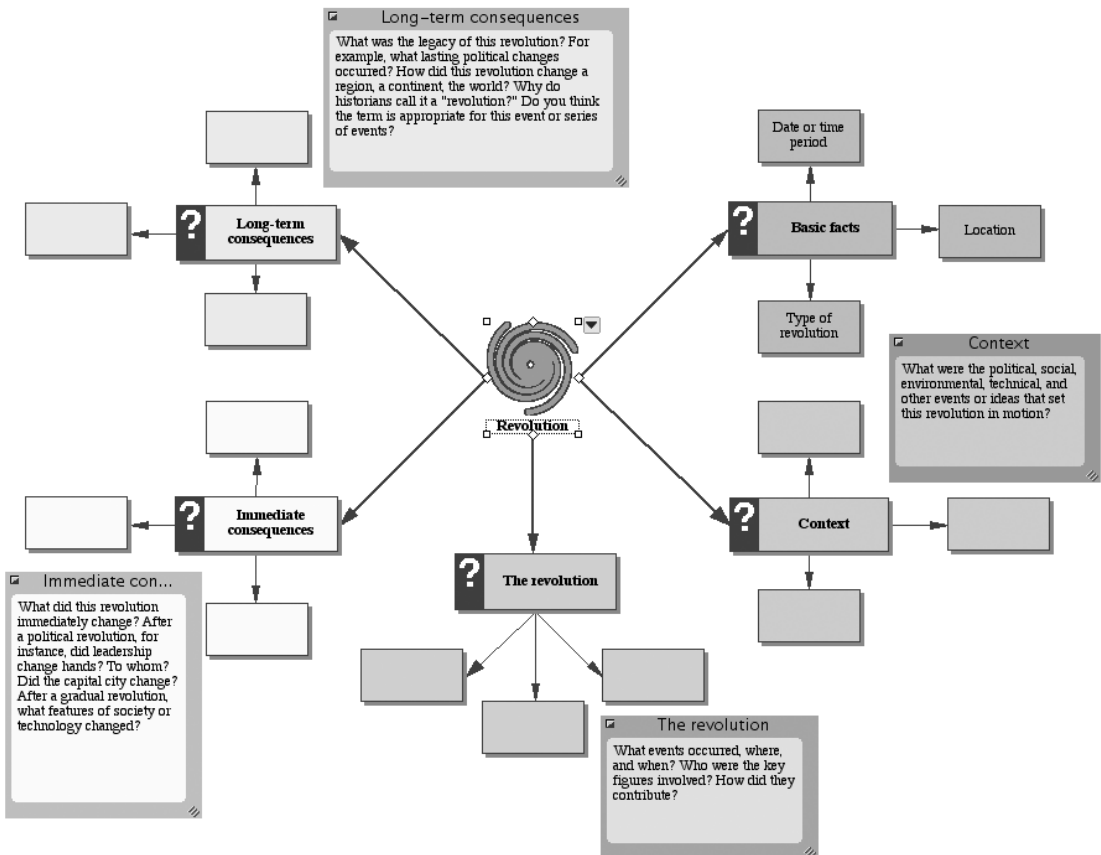
★ Revolution Report
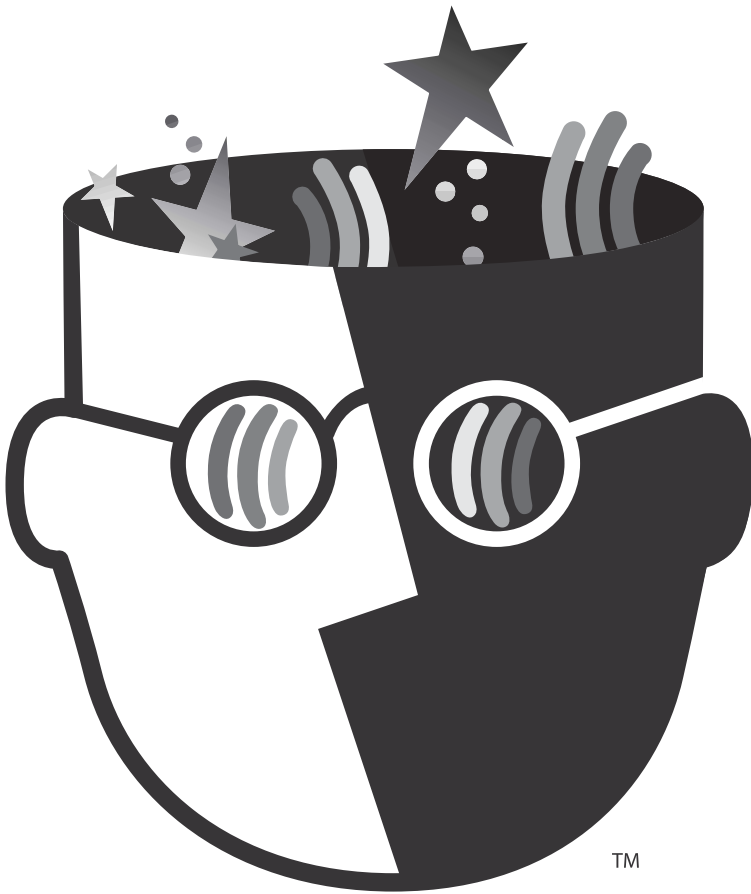
▶ **How to use this template**
1. Enter the name of the revolution you are studying into the center symbol.
2. Consult the questions in the open notes and enter your responses into the appropriate symbols.
3. Add symbols as needed using the Create tool.
4. Use the Note tool to add notes and record detailed information.
5. Switch to Outline View and delete any unnecessary text.
6. Click the Transfer button to finalize your report in a word processor.

▶ **Benefits of using the Revolution Report template**
Understanding how revolutions redefine societies is important historical knowledge. Here, students analyze the causes and ramifications of major historical changes and the roles of individuals and their ideas.

Long-term consequences

What was the legacy of this revolution? For example, what lasting political changes occurred? How did this revolution change a region, a continent, the world? Why do historians call it a "revolution?" Do you think the term is appropriate for this event or series of events?

Date or time period

? Long-term consequences

? Basic facts

Location

Type of revolution

Context

What were the political, social, environmental, technical, and other events or ideas that set this revolution in motion?

Revolution

? Immediate consequences

? Context

Immediate con...

What did this revolution immediately change? After a political revolution, for instance, did leadership change hands? To whom? Did the capital city change? After a gradual revolution, what features of society or technology changed?

? The revolution

The revolution

What events occurred, where, and when? Who were the key figures involved? How did they contribute?

Science

★ Biographical Web

How to use this template

1. Enter the name of a scientist or inventor into the appropriate symbol.
2. Investigate the time period in which your subject lived and enter information into the note and subtopic associated with the symbol labeled "Historical Backdrop." Use the Create tool to add more symbols as necessary.
3. Find out about the subject's life and education. Enter details into the note and subtopic associated with the symbol labeled "Background."
4. Continue in the same way with the symbols labeled "Obstacles and Influences," "Pre-existing Models, Explanations, Theories," and "Major Accomplishments."
5. While listing the subject's major accomplishments, be sure to enter the short-term and long-term effects.

▶ **Benefits of using the Biographical Web template**

Examining the life of an important scientific figure helps students understand how scientific accomplishments, inventions, and theories grow out of the lives and minds of individuals.
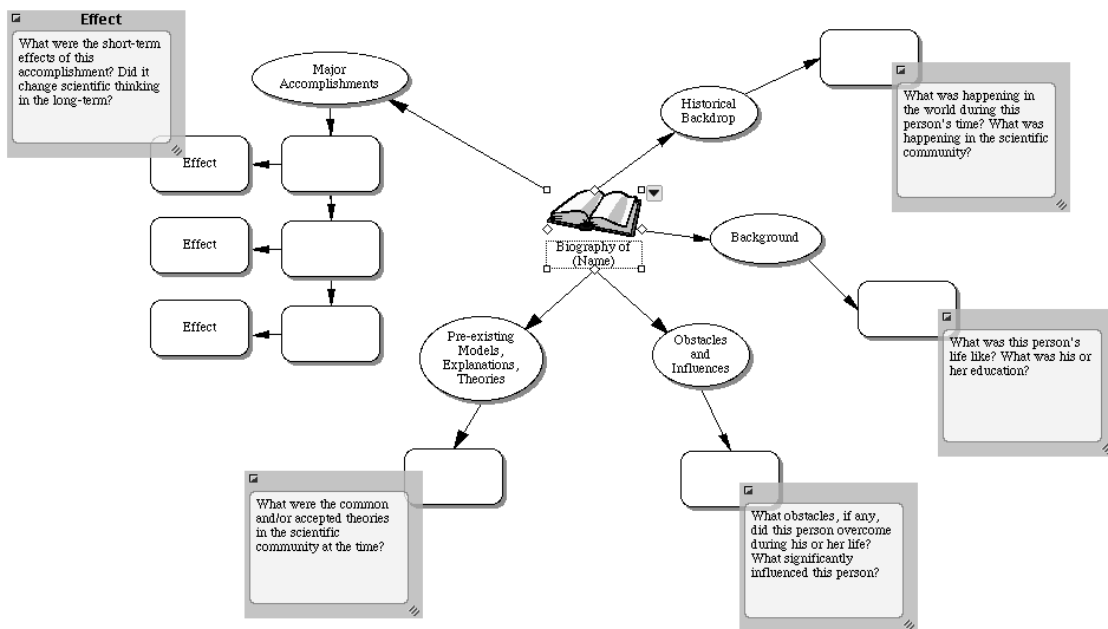
★ Classification

How to use this template
1. Select several groups or classes of objects or ideas to research. Enter these into the symbols labeled "Group 1," "Group 2," etc.
2. Research the topics and enter examples of each group into the symbols labeled "Example."
3. Enter characteristics (shared or unique) of each group into the appropriate symbols.
4. Determine implications of each characteristic, or decide their influence on other groups, theories, the environment, society, etc. Enter these into the note associated with each characteristic.

▶ **Benefits of using the Classification template**
This template helps students characterize, classify, and group objects, concepts, organisms, etc. Apply scientific classification to any of the following areas: biology (characterize and classify different species or plants), chemistry (characterize and classify elements, mixtures, or compounds), physics (characterize and classify types of energy, forces, etc.), and environmental science (characterize and classify types of storms and other natural disasters).
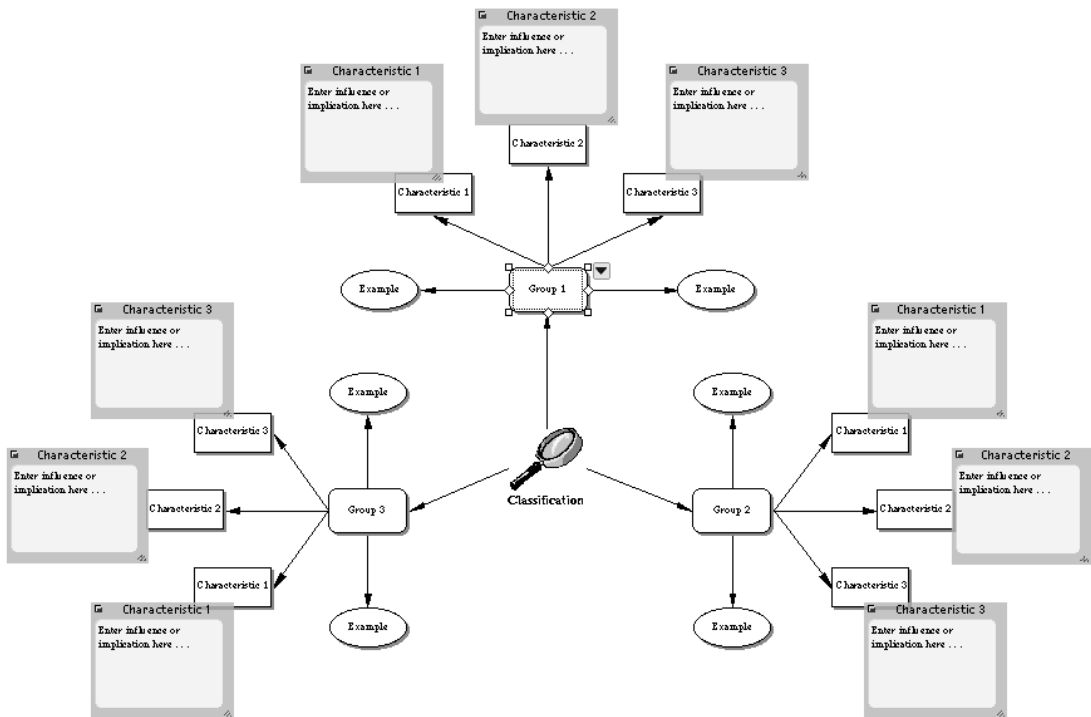
★ Concept Map

How to use this template
1. Enter the concept to be mapped into the symbol labeled "New Concept."
2. Use point and type to add new symbols to record all you know about the subject.
3. Use the Link tool to connect related concepts.
4. In each link's associated text box, enter words that explain the connections between the ideas.
5. Use the Note tool to add notes and record explanatory information.

▶ **Benefits of using the Concept Map template**
Concept maps show relationships between ideas. They are used in any discipline to help analyze information, chains of events, systems, subsystems, and so forth. Concept maps connect symbols with syntax so meaning can be constructed, understood, and remembered, both visually and verbally.
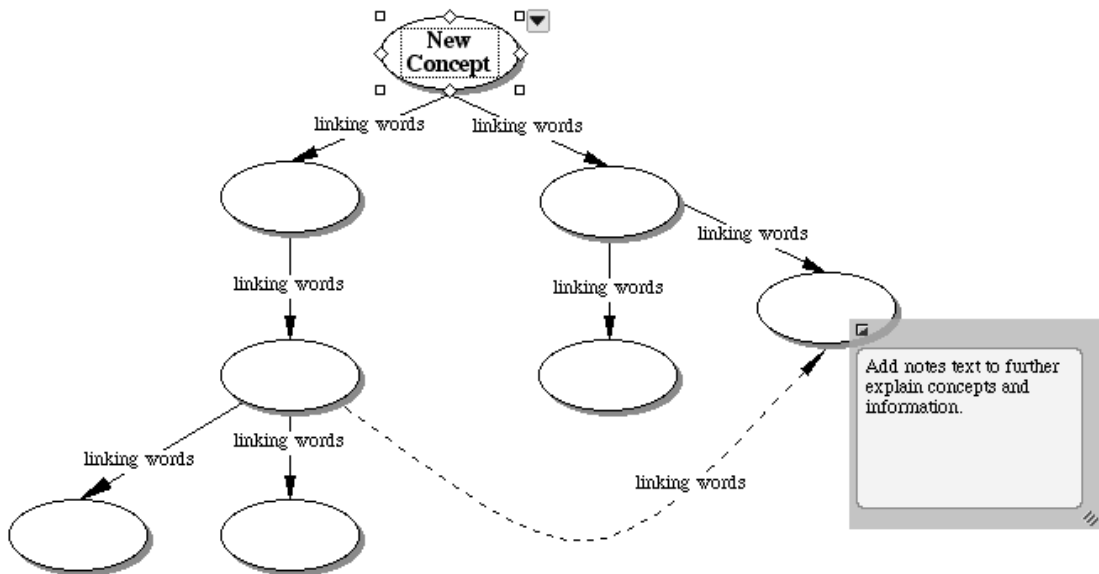
★Experiment Critique

▶ **How to use this template**
1. Decide on a defective experiment to research.
2. Enter information about the original experiment into the subtopics associated with "Original experiment." Use the Topic tool to add topics as necessary.
3. Determine which aspects of the experiment were flawed. Consider areas such as design issues (e.g., lack of control, lack of replication, or lack of randomization), mistreatment of animal or human subjects, plagiarism, false or misleading reporting of results, or faulty data analysis.
4. Enter the resulting problems into the appropriate subtopics.
5. Use the Note tool to add notes and record detailed information.
6. After carefully researching and analyzing the experiment, determine what, if anything, could have been done differently. Enter your ideas into the subtopics associated with "Proposed improvements."
7. Click the Transfer button to finalize your report in a word processor.

▶ **Benefits of using the Experiment Critique template**
National and state science standards ask students to analyze experiments to detect bias, design flaws, and other errors. The Experiment Critique template supports their analysis by organizing their thinking, and serves as a framework for an essay.

|		
▼ ✍		**Experiment Critique**
▼		**Original experiment**
▼		1. Objective
		a.
▼		2. Subjects
		a.
		b.
▼		3. Materials
		a.
		b.
▼		4. Procedure
		a.
		b.
▼		5. Results and conclusion
		a.
		b.
▼		**Flaws in experiment**
		1.
		2.
▼ ✍		**Resulting problems**
		For example, inaccurate results, harm to subjects, or misleading findings.
		1.
		2.
		3.
▼		**Proposed improvements**
		1.
		2.

★ Experimental Design

> **How to use this template**
> 1. Decide on an experiment to conduct. Consider all of the factors necessary for a successful experiment.
> 2. Enter the proposed purpose and hypothesis into the notes associated with the appropriate symbols.
> 3. Consider all the steps needed to complete the experiment. Enter them into the appropriate symbols.
> 4. Continue in the same way with the required materials.
> 5. Decide how to gather and analyze the resulting data and enter your ideas into the symbol labeled "Analysis."
> 6. Determine how to best present the results (for example, as a spreadsheet). Record your plan in the note associated with "Data format."
> 7. Switch to Outline View.
> 8. Use the Note tool to add notes and record detailed information.
> 9. Delete any unnecessary text. Keep the topic headings as section titles in your design paper.
> 10. Click the Transfer button to finalize your experimental design in a word processor.

> **Benefits of using the Experimental Design template**
> Science standards ask students to design and implement scientific experiments. This template helps students plan their experiments and organize their ideas in a structured format that will form the basis for a written report.
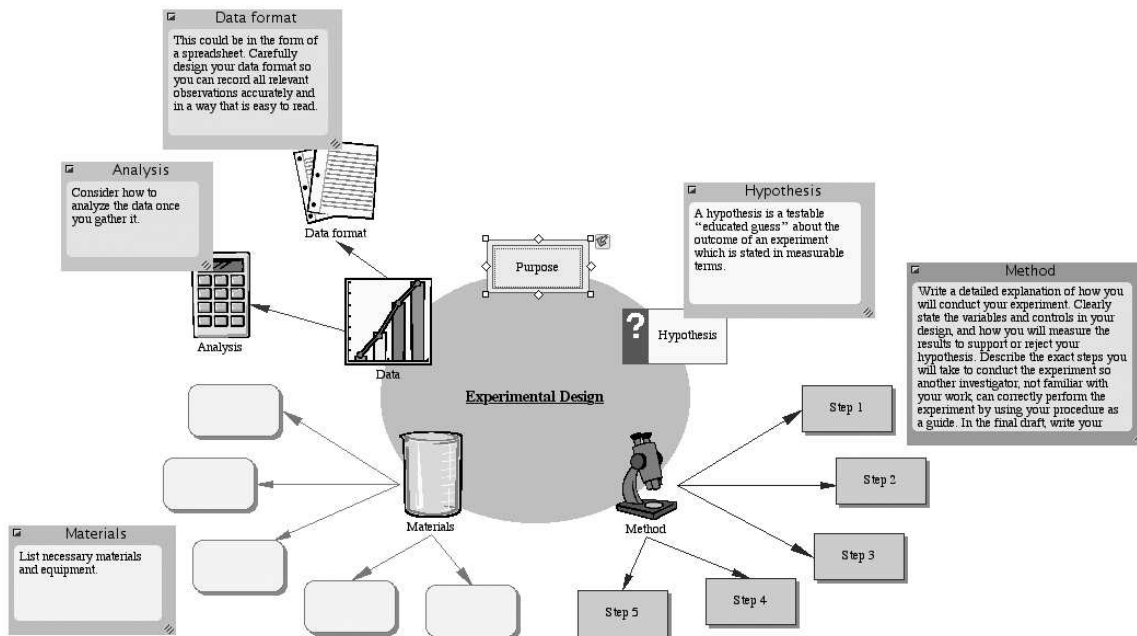
★ Hypothesis Proof

▶ **How to use this template**

1. Paraphrase a hypothesis from an article, lab report, etc. in the symbol labeled "Author's Hypothesis."
2. List the proofs the author offers in support of the hypothesis in the symbols labeled "Proof." If necessary, add more symbols using the Create tool.
3. In each associated note, discuss the verification of the proof, or bring up a counterpoint the author might not have considered.
4. After analyzing the proofs in the symbols, state whether you believe the author supported his or her hypothesis in the symbol labeled "Conclusions." Add notes text to explain your reasoning.

▶ **Benefits of using the Hypothesis Proof template**

Each day, students are presented with large amounts of information from a variety of sources and media. To draw justifiable conclusions, it is important that they learn to critically analyze and verify the merit of the argument an author is proposing. By acquiring this skill, students also understand that any hypotheses they formulate must stand up to the same scrutiny.
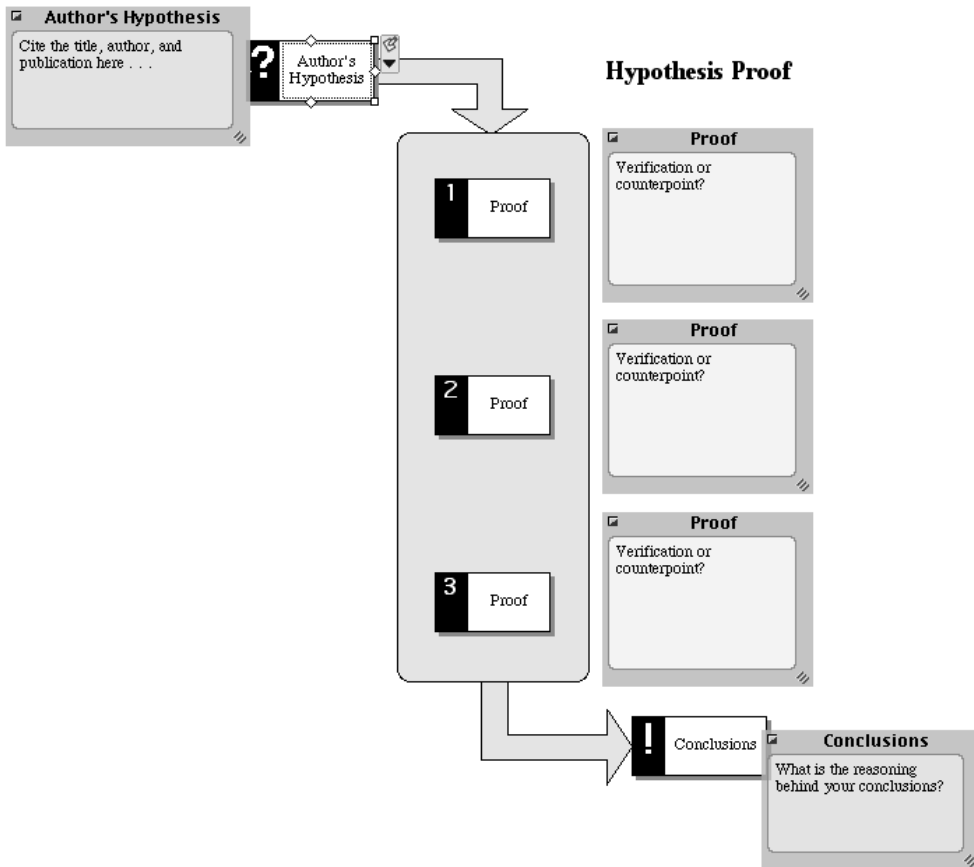
★ Lab Report

▶ **How to use this template**
1. Enter the purpose or goal of the experiment into the note associated with "Purpose."
2. State your hypothesis in the note associated with "Hypothesis."
3. Record each step of the experiment in the subtopics associated with "Procedure." Add new topics as necessary using the Topic tool. Use the Hyperlink tool to link to another document such as a spreadsheet that contains additional data.
4. Enter results into the subtopics associated with "Results" and add notes text to record other observations. Add new topics as necessary using the Topic tool. Add pictures of any supporting graphs by choosing the Insert Graphic command.
5. Summarize the conclusions drawn in the subtopics associated with "Conclusions." Analyze your work carefully and use notes text to explain your reasoning.

▶ **Benefits of using the Lab Report template**
An important part of any scientific experiment is recording the entire process, from the initial hypothesis to the final outcome. This template helps students record and analyze their experiments and ideas, while providing a structured format that easily transfers into a written report.

> **Lab Report**
>
> **A. Purpose:**
> Use notes text to state the purpose or goal of this experiment.
>
> **B. Hypothesis:**
> State your hypothesis. Remember to also record any other information about your hypothesis, such as evidence from other scientific articles, textbooks, or other lab reports you have done.
>
> **C. Procedure:**
> 1. Enter the first step here.
> 2.
> 3.
>
> **D. Results**
> 1. Enter results here.
>   Add notes text to record any other observations. Add a hyperlink to another file if necessary.
> 2.
> 3.
>
> **E. Conclusions**
> Some things to think about:
> Did this experiment support your hypothesis? If not, what would you change or do differently? What further research can you do?
> 1. Enter a conclusion here.
> 2.
> 3.

★ Observational Journal

▶ **How to use this template**
1. Choose one aspect of the natural world to observe on a regular basis and enter it into the topic labeled "Observational Journal."
2. Record the date and time of each observation.
3. Enter observations into the subtopic labeled "Observations." Add notes text to expand upon observations.
4. Examine the environmental conditions at the time of observation and record them in the subtopic labeled "Conditions."
5. Make predictions regarding future development, behavior, or changes and enter them into the subtopic labeled "Predictions for tomorrow."
6. For further benefit, compare observations with others, review the long-term patterns, and draw conclusions.

▶ **Benefits of using the Observational Journal template**
Detailed, regular observation is integral to scientific research. This template helps students organize their daily observations, analyze the factors that may contribute to any changes, and make intelligent predictions of future behavior.

▼		**Observational Journal**
▼		**1. Date and time**
	✍	**1. Observations**
		Add notes about any observations you make.
	✍	**2. Conditions**
		Record information about the conditions at the time of your observations.
	✍	**3. Predictions for tomorrow**
		What predictions can you make?
▼		**2. Date and time**
	✍	**1. Observations**
		Include information relating to your predictions from yesterday. Did they occur?
		2. Conditions
		3. Predictions for tomorrow
▼		**3. Date and time**
		1. Observations
		2. Conditions
		3. Predictions for tomorrow
▼		**4. Date and time**
		1. Observations
		2. Conditions
		3. Predictions for tomorrow

★ Scientific Method

▶ **How to use this template**

1. Enter the problem you are investigating into the symbol associated with "State the Problem."
2. Form a hypothesis based on the information you gather and enter it into the appropriate symbol.
3. Make predictions based on your hypothesis and enter them into the symbols associated with "Make Predictions."
4. Test your hypothesis and enter the results into the symbols associated with "Test the Hypothesis."
5. After testing your hypothesis, draw conclusions, and record them in the symbols associated with "Draw Conclusions."
6. Add additional subtopics as necessary using the Create tool.
7. For additional help, read the text in the note associated with each step.

▶ **Benefits of using the Scientific Method template**

The scientific method is a widely accepted process for conducting an accurate, unbiased, scientific investigation. This template helps students understand how to use this standard procedure when developing a theory.
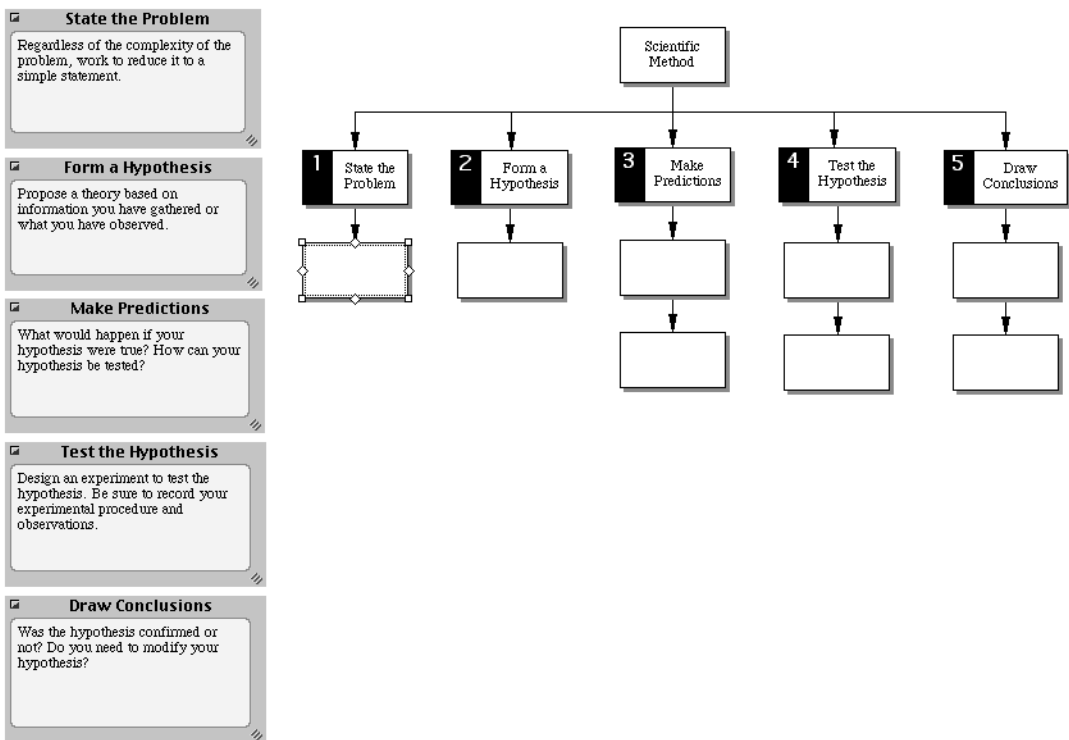
★ Simple Cycles

▶ **How to use this template**

1. Enter the first phase of a cyclical event into the symbol labeled "Event."
2. Enter subsequent phases into the appropriate symbols.
3. Add link text to explain the transition between events.
4. Add symbols to represent additional events in the cycle using the Create tool, or select a link and use the Insert Symbol on Link command.

▶ **Benefits of using the Simple Cycles template**

Use this template to show cycles and processes at a simple level before going on to more complex, nonlinear explanations. Although it is commonly used in the sciences (for example, the nitrogen cycle or the water cycle), this template can be used in other disciplines. In language arts, students might use this template to look at plot events or character growth. Social studies topics such as inflation or westward movement might also benefit from examination in this manner.
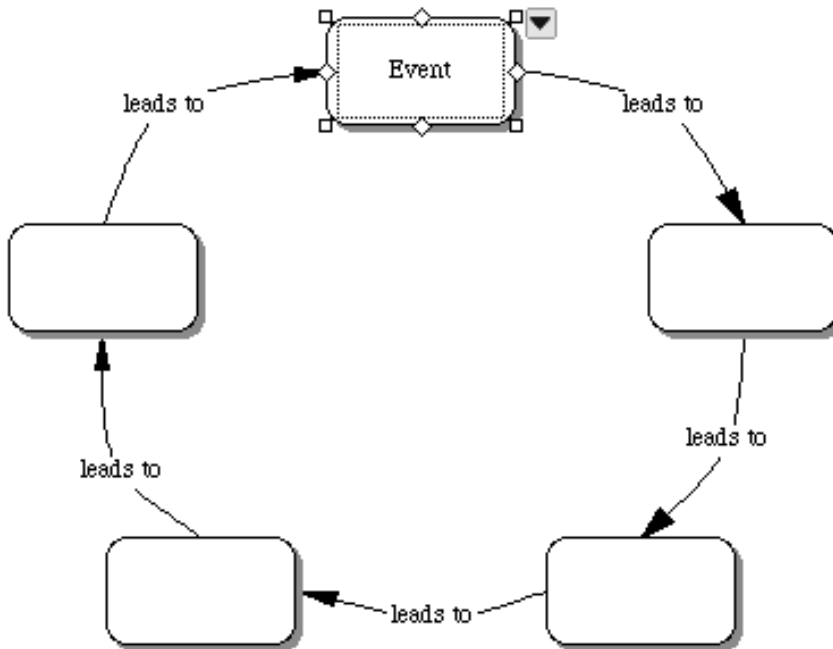
Planning
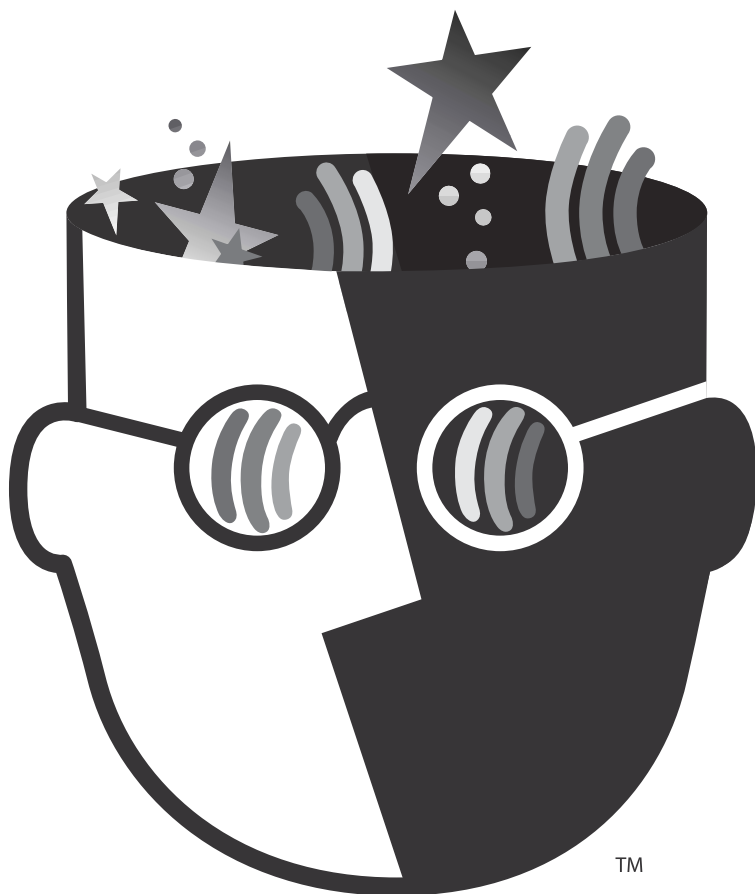
★ Assignment Plan

How to use this template
1. Enter an assignment into the symbol labeled "Assignment."
2. Enter today's date and the date the assignment is due.
3. Think about what has to be done to complete the assignment on schedule. Enter each task into one of the numbered symbols. Add symbols as necessary using the Create tool.
4. Enter the completion dates into the appropriate symbols. The date for the last step should be the same as the assignment due date.
5. Track progress using the check boxes.

▶ **Benefits of using the Assignment Plan template**
Visualizing tasks and time frames helps students meet the demands of completing long-term assignments such as research papers. They can also plan how to complete missed assignments or meet the requirements of a specific grade.
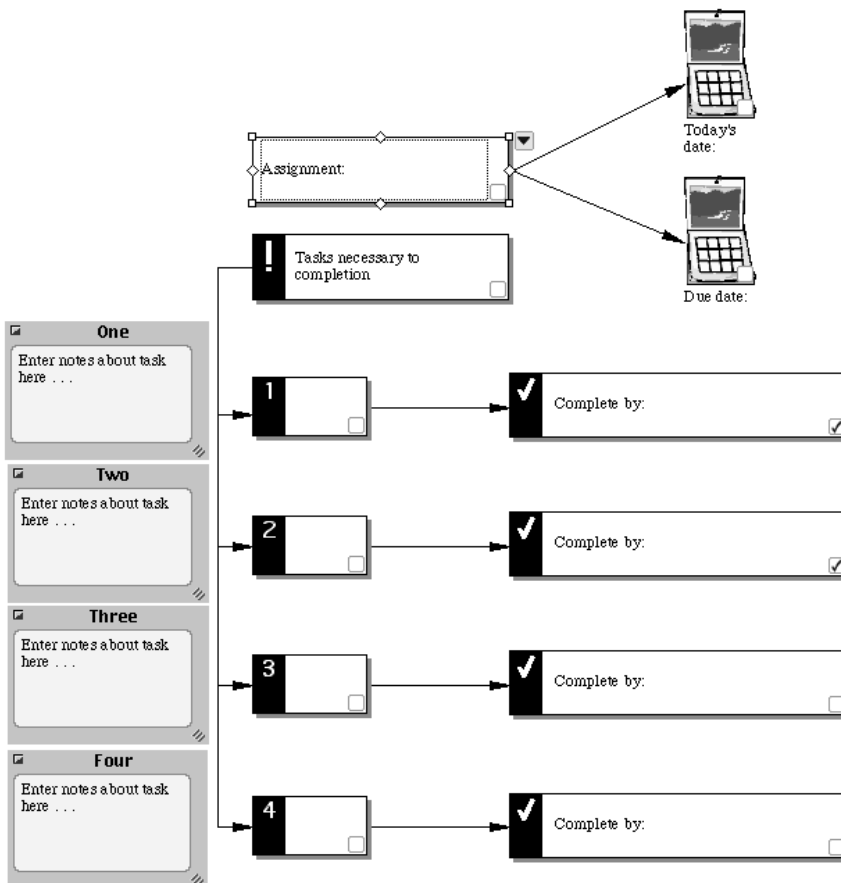
★Career Research Paper

How to use this template

1. Identify the cluster of your chosen career and enter it into the symbol labeled "Career cluster."
2. Select a specific career and enter it into the appropriate symbol.
3. Reflect on your interests, values, and skills and enter your thoughts into the notes associated with the subtopics of "Personal considerations."
4. Research your career and conduct an interview with someone in the field.
5. Enter the research information into the notes associated with the subtopics of "Career attributes."
6. Switch to Outline View and enter information as indicated into the notes associated with the subtopics of "Is this the career for me?"
7. Revise and edit. Delete any unnecessary text.
8. Click the Transfer button to finalize your research paper in a word processor.

▶ **Benefits of using the Career Research Paper template**

It is important for students to keep in mind how well suited their personal goals and values are to their career choices. This template organizes their thoughts and serves as the foundation of an essay.
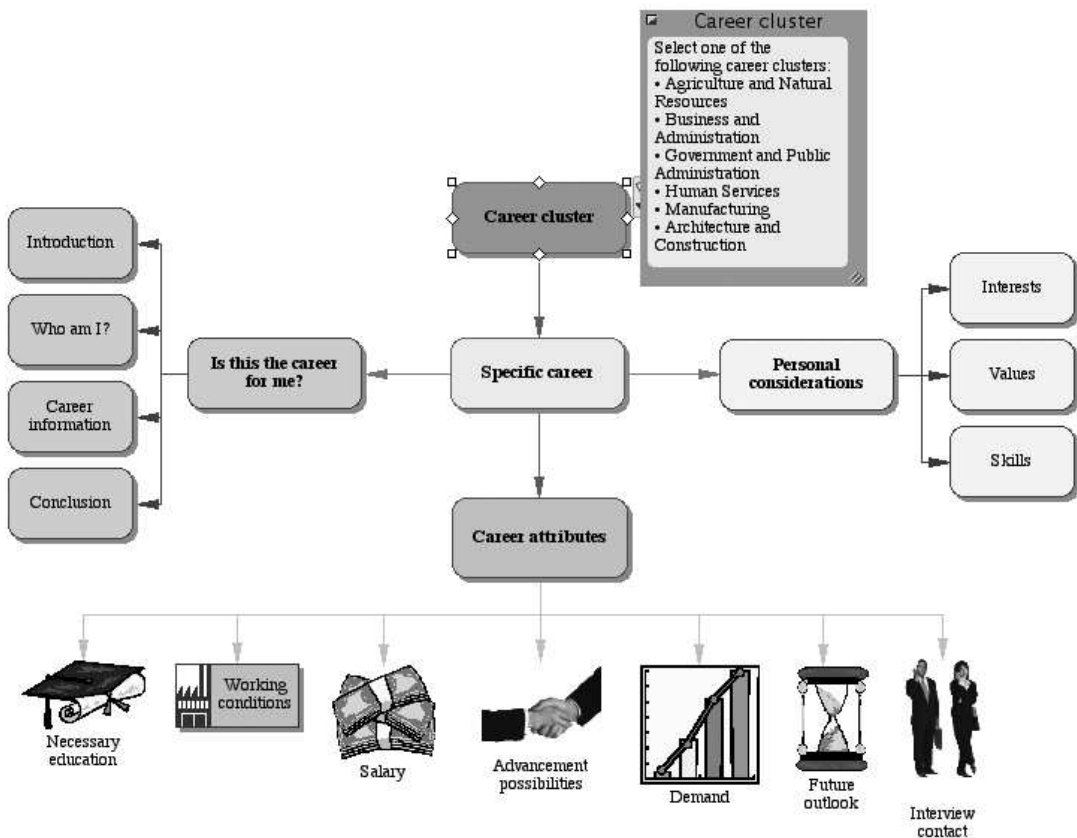
★ Goal Plan

1. Enter a goal into the symbol labeled "My goal is."
2. Use the Note tool to add notes and record details, directions, and other information.
3. Enter the proposed completion date into the symbol labeled "Completion date."
4. Consider the steps involved in addressing the goal and enter them into the numbered symbols. Add symbols as necessary using the Create tool.
5. Enter target completion dates into the appropriate symbols. The target date corresponding to "Final step" should be the same as the date in the "Completion date" symbol.
6. Adjust dates and steps as necessary to allow for reasonable deadline completion.

▶ **Benefits of using the Goal Plan template**
Naming and dating the steps involved in meeting a goal lends concreteness to the process, and increases the likelihood of accomplishing tasks.

Goal Plan
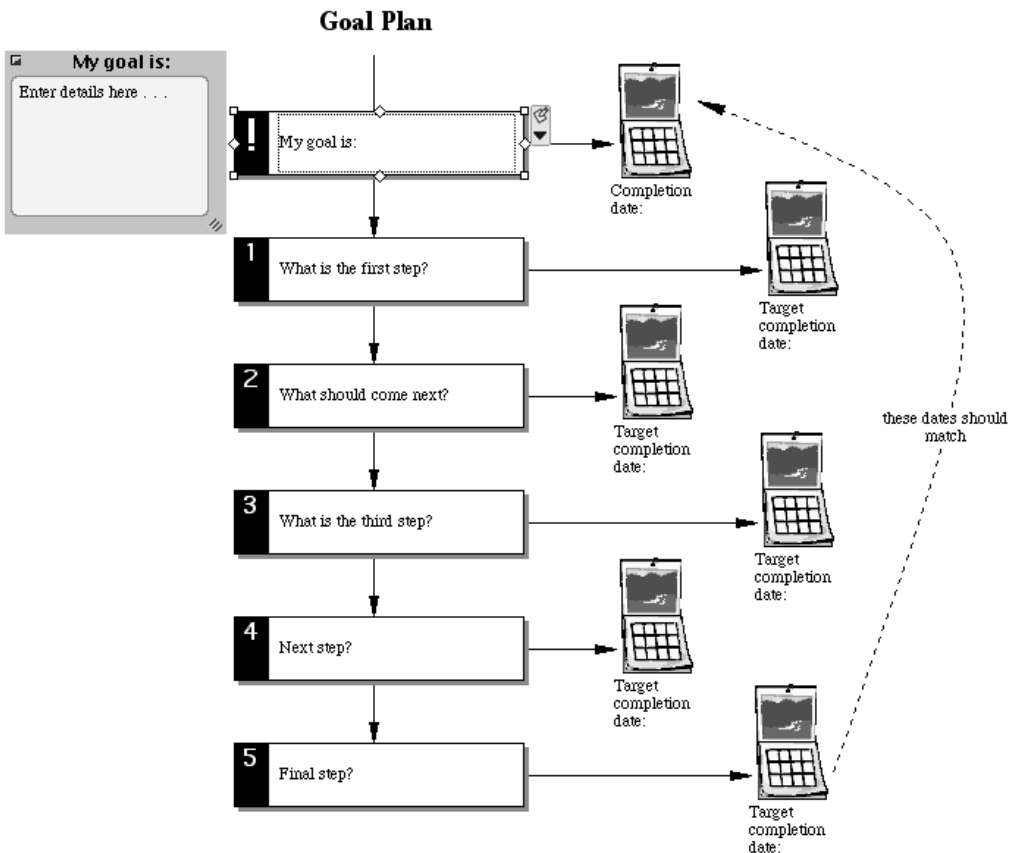
★ Goal Setting

How to use this template

1. Fill out this template in conference with individual students. Prompt them to list things they do well and enter this information into the symbols associated with "What I already do well."
2. Repeat with "Areas to develop" and "What I need to do."
3. Help students determine where they can find assistance for each problem and list them in the symbols associated with "Resources."
4. Add symbols as necessary using the Create tool.
5. Use the Note tool to add notes and record detailed information.

▶ **Benefits of using the Goal Setting template**

As students verbalize strengths, weaknesses, and strategies for improvement, they are able to easily focus their energies and set priorities.
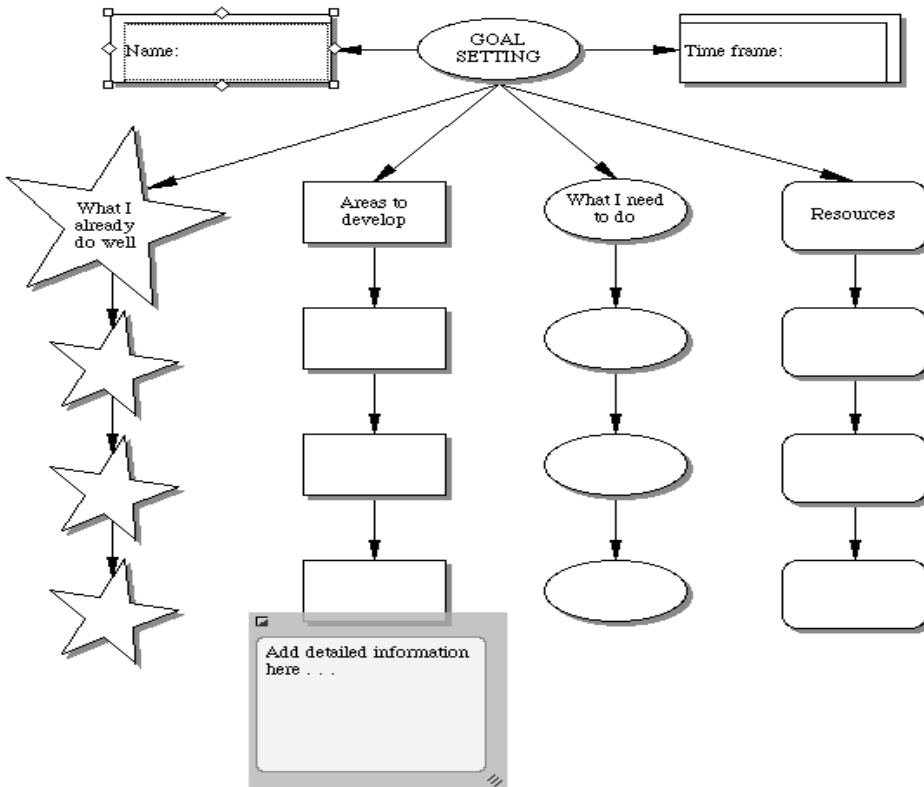
★ Lesson Plan

▶ **How to use this template**
1. Enter the class or section and the date into the appropriate topics.
2. Enter agenda items, assignments, activities, and comments from your lesson plans into the associated topics.
3. Use the Note tool to add notes to any topic that needs further explanation.
4. Add new topics as necessary using the Topic tool.
5. Use the check boxes to track progress.

▶ **Benefits of using the Lesson Plan template**
Keeping lesson plans in this way allows for consistency and easy transfer of assignments into the Makeup Work and Substitute Lesson templates. It is also a way for administrators to check and assimilate plans "at a glance."

☑ **Lesson Plan**
  ☑ **A. Class or section:**
    ☐ **1. Absentees:**
      ☐ **a.**
      ☐ **b.**
      ☐ **c.**
    ☐ **2. Makeup Work**
  ☑ **B. Date:**
  ☐ **C. Agenda**
    Enter information about what you will be doing in this lesson.
    ☐ **1.**
    ☐ **2.**
    ☐ **3.**
  ☐ **D. In-class assignments**
    ☐ **1.**
    ☐ **2.**
  ☐ **E. Activities**
    ☐ **1.**
    ☐ **2.**
    ☐ **3.**
  ☐ **F. Homework**
    ☐ **1.**
    ☐ **2.**
    ☐ **3.**
  ☐ **G. Comments**
    ☐ **1.**
    ☐ **2.**
    ☐ **3.**

★ Makeup Work

▶ **How to use this template**

1. Enter the student's name and the dates of absence into the appropriate symbols.
2. Transfer in-class and homework assignments and information on activities from your lesson plans into the associated symbols.
3. Use the Note tool to add notes and record details or comments.
4. Add symbols as necessary using the Create tool.
5. Encourage students to track progress by using the check boxes.

▶ **Benefits of using the Makeup Work template**

Keeping track of assignments and other work missed by students takes a great deal of time that could be spent more fruitfully. Copying and pasting assignments and information from the Lesson Plan template into this template not only saves time, but also ensures accuracy and consistency. Displaying makeup work in this way also gives students a comprehensive overview and aids them in remembering to do their assignments.
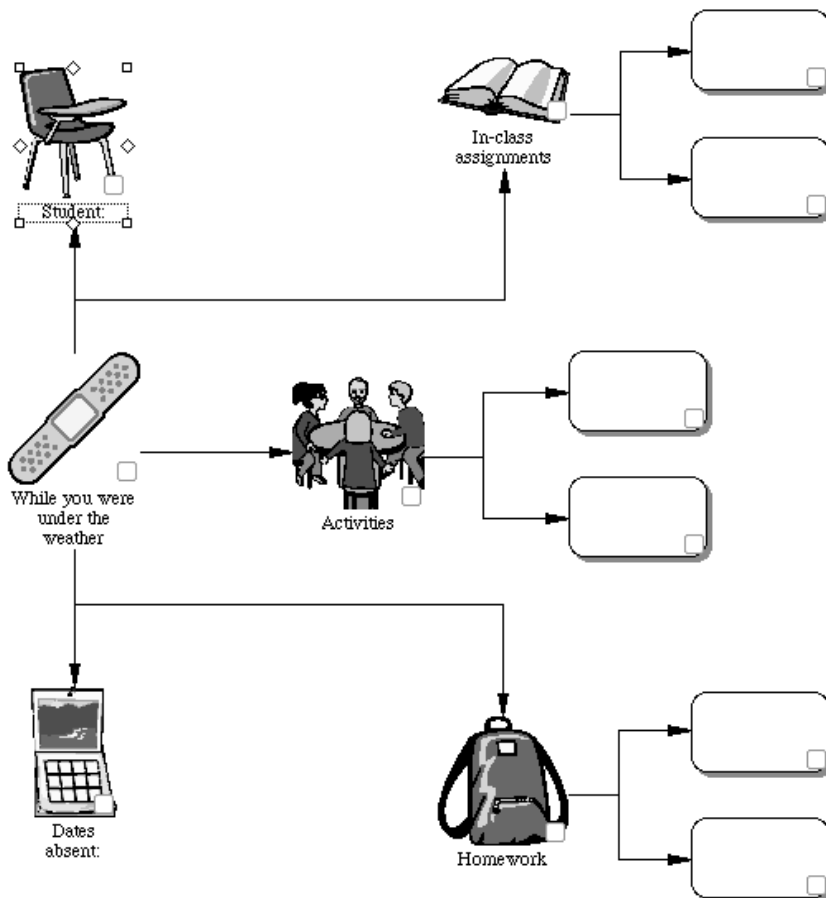
★ Progress Report

How to use this template

1. Enter the student's name into the symbol labeled "Progress report for."
2. Describe student behavior in the appropriate symbols associated with "Classroom behavior."
3. Describe student's progress in meeting goals in the symbols associated with "Meeting this term's goals?"
4. Copy descriptions of missing assignments from your lesson plans and paste into the appropriate symbols. You may wish to add a hyperlink to the <u>Makeup Work</u> template.
5. Suggest ways parents can help in the symbols associated with "What you can do to help at home."
6. Add symbols as necessary using the Create tool.
7. Use the Note tool to add notes and record explanatory information.
8. Indicate whether a conference is necessary.

▶ **Benefits of using the Progress Report template**

Progress reports are useful for both parents and students to determine ways in which goals can be met and behavior modified. Using this template in conjunction with the <u>Goal Setting</u> template will provide students with strategies for improvement.
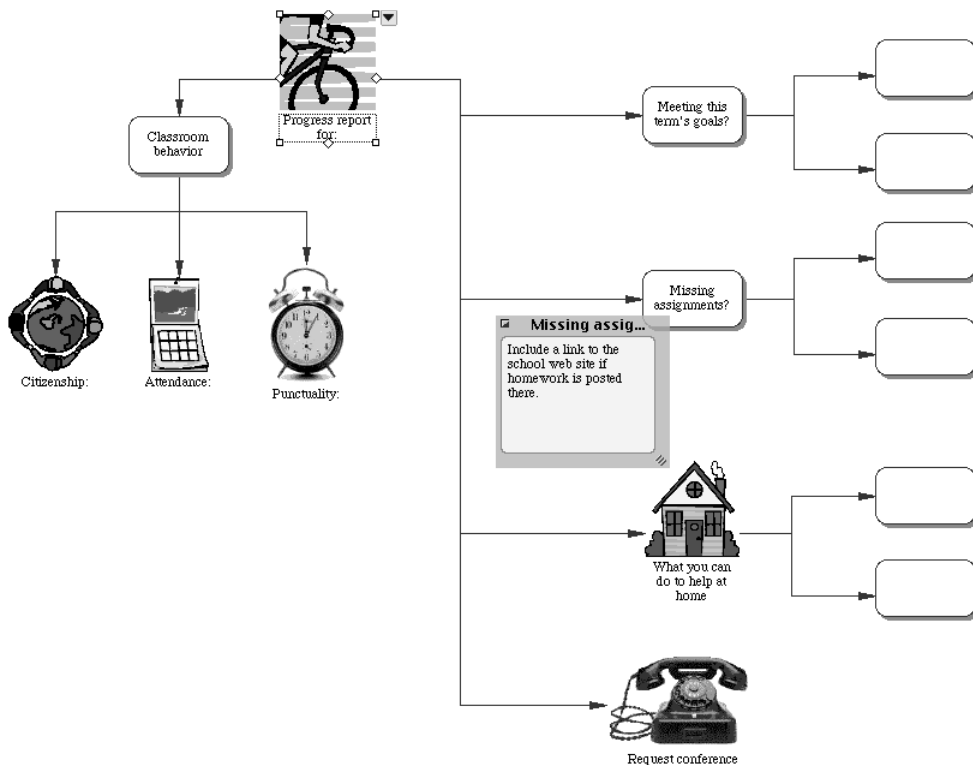
★ Research Strategy

▶ **How to use this template**

1. Enter the topic to be researched into the appropriate symbol.
2. Reflect on what you already know about the subject. Enter this information into the symbols associated with "Known information."
3. Brainstorm a list of questions about the subject that reflect what you want to know. Enter the questions into the symbols associated with "Information to be researched."
4. Explore ways of researching the questions. Enter these into the symbols associated with "Research strategy."
5. Record answers to your questions in the symbols associated with "New information and connections."
6. Add symbols as necessary using the Create tool or the RapidFire™ tool.

▶ **Benefits of using the Research Strategy template**

This template helps students break down the research process into manageable sections. Building on prior knowledge, they see connections as they research and analyze new information.
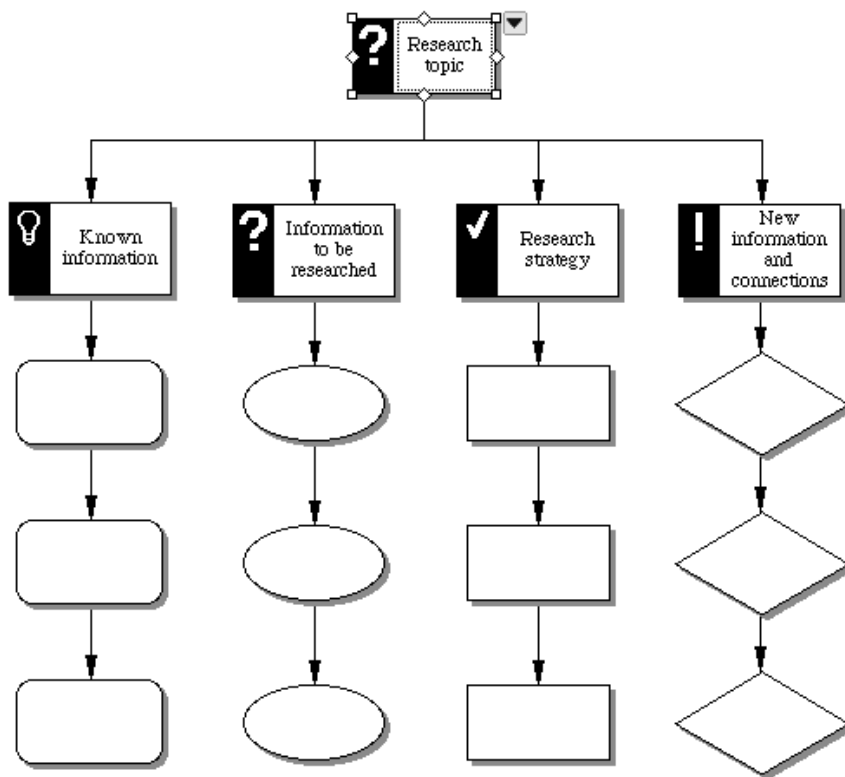
★ Resume

How to use this template
1. Replace "Your name here" and other placeholder text with your own contact information.
2. Continue personalizing the topics by replacing or adding text. Be sure to spell check your work.
3. Click the Transfer button to finalize your resume in a word processor and delete any unnecessary text.
4. Have a friend proofread your final draft.

Benefits of using the Resume template
National and state career education standards require secondary students to develop a resume. This template helps students organize their information and provides a framework for the final document.

		Resume
		Your name here
		Contact address
		Phone number
		Email address if available
		Objective
		Education
		List all secondary schools and higher. Begin with your present or most recent school.
		Work Experiences
		Include both paid and volunteer experiences, identifying which positions were paid and which were not. Start the list with your most recent employer. When stating responsibilities, focus on accomplishments and use action words (for example, "Designed posters for successful jazz concert.").
		Skills
		List any special training, certificates, interpersonal skills, languages, etc., that are relevant to your career objective.
		Achievements
		Briefly describe awards, honors, school, and community activities, etc.
		Interests
		List any hobbies and interests that relate to your career objective.
		References available upon request

★ Substitute Lesson

▶ **How to use this template**
1. Enter the class or section and the date into the appropriate topics.
2. Enter teacher agenda items into the associated topics. These might include taking attendance, a list of student handouts, and so forth. Add new topics as necessary using the Topic tool.
3. Enter student agenda items into the associated topics. These items describe what students should be doing, such as writing in journals, silent reading, or turning in homework.
4. Enter directions or descriptions from your regular lesson plan into the topics labeled "Directions for in-class assignments" and "Directions for homework."
5. Use the Note tool to add notes and record detailed information.
6. Use the check boxes to track progress.

▶ **Benefits of using the Substitute Lesson template**
Use this template to easily transfer agendas and assignments from your regular lesson plan to provide a means of clear communication with substitute teachers.

Substitute Lesson Plan
- A. Date:
- B. Class or section:
  - 1. Absentees:
    - a.
    - b.
    - c.
  - 2. Makeup Work
- C. Teacher agenda
  Enter information telling the substitute what he or she will be doing during the class (for example, take attendance, hand back papers, etc.).
  - 1.
  - 2.
  - 3.
- D. Student agenda
  Enter information about what students should be doing during class (for example, reading assignment, research, handout, etc.).
  - 1.
  - 2.
  - 3.
- E. Directions for in-class assignments
  - 1.
  - 2.
  - 3.
- F. Directions for homework
  - 1.
  - 2.
  - 3.
- G. Comments from substitute
  Use the Record command to leave specific questions for the substitute such as "How far did the class get in reading the short story aloud?"
  - 1. **Please let me know how things went while I was out. Thank you.**

# ★ Web Site Plan

How to use this template

1. Enter a title or topic into the symbol labeled "Home Page."
2. Enter title or topic information into each of the symbols. Delete unnecessary symbols, or use the Create tool to add more symbols. When exporting the diagram, each symbol appears as a separate web page.
3. Use the Note tool to add a note to each symbol. When exporting the diagram, text entered into the notes appears on the web page corresponding to the symbol.
4. Verify that the links are correct for navigational purposes. When exporting the diagram, the links become navigational hyperlinks. Two-headed arrows signify there are hyperlinks back and forth between two pages. Single-headed arrows make a hyperlink in one direction only.
5. Use the Site Skeleton™ export to transform the diagram into the foundation of a web site. After exporting the pages, add additional information to them using any HTML authoring program.

▶ **Benefits of using the Web Site Plan template**

Visual planning aids students in building the organization and navigational paths of a web site before they become involved in the detailed mechanics and formatting of their pages.
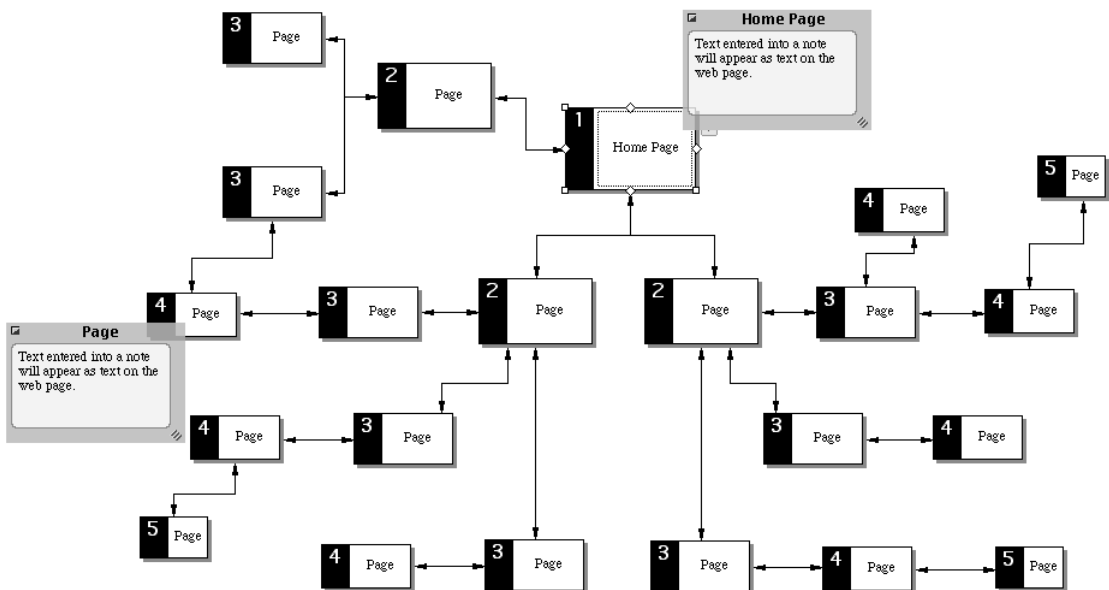
Thinking
Skills

™
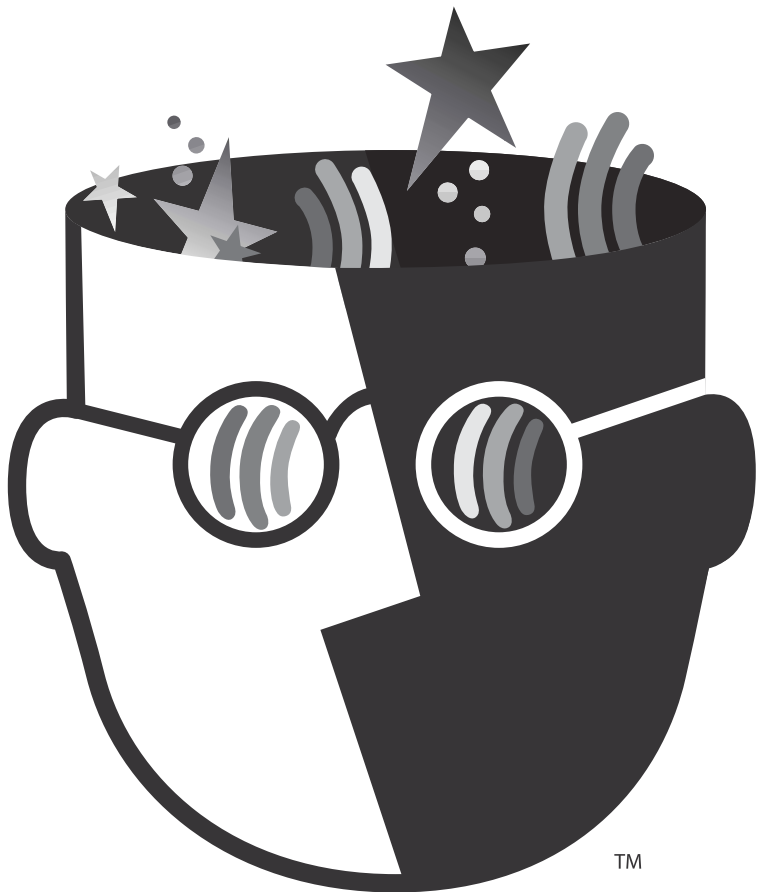
★ Analogy

How to use this template

1. Enter words, concepts, or processes into the symbols labeled "?" to demonstrate analogic comparisons.
2. Scroll through the symbol libraries to find images to represent your ideas.

▶ **Benefits of using the Analogy template**

Abstract reasoning processes such as analogic thinking are important, but they are difficult skills for students to develop. Graphic representations of abstract relationships help students understand connections and parallels between ideas.
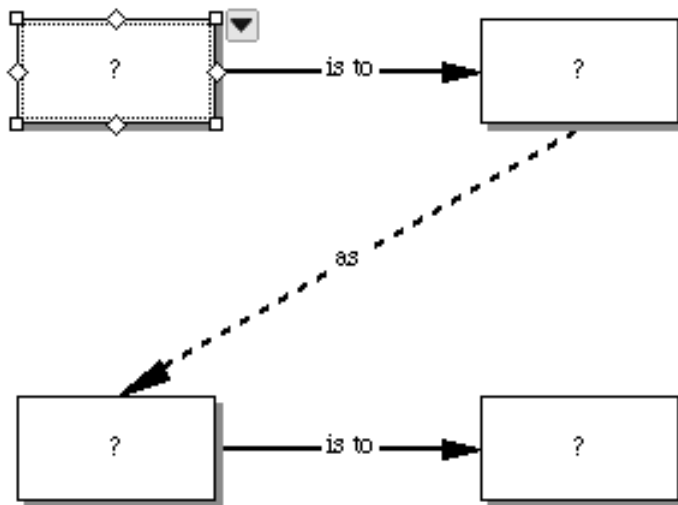
★ Areas of Influence

How to use this template

1. Enter the item to be analyzed into the symbol labeled "Item Influenced," or replace this symbol with one from the symbol libraries.
2. Think about direct influences. Select symbols that represent these influences and drag them into the area labeled "Direct Influence."
3. Continue in the same way with the areas labeled "Secondary Influence" and "Lesser Influence."
4. Use the Record command to further analyze these influences.

▶ **Benefits of using the Areas of Influence template**

This template allows students to analyze influences on a problem in a way that is both hierarchical and spatial. They will discover that some influences are direct or immediate, while others are more global or indirect.

Item
Influenced

Direct Influence

Secondary Influence

Lesser Influence
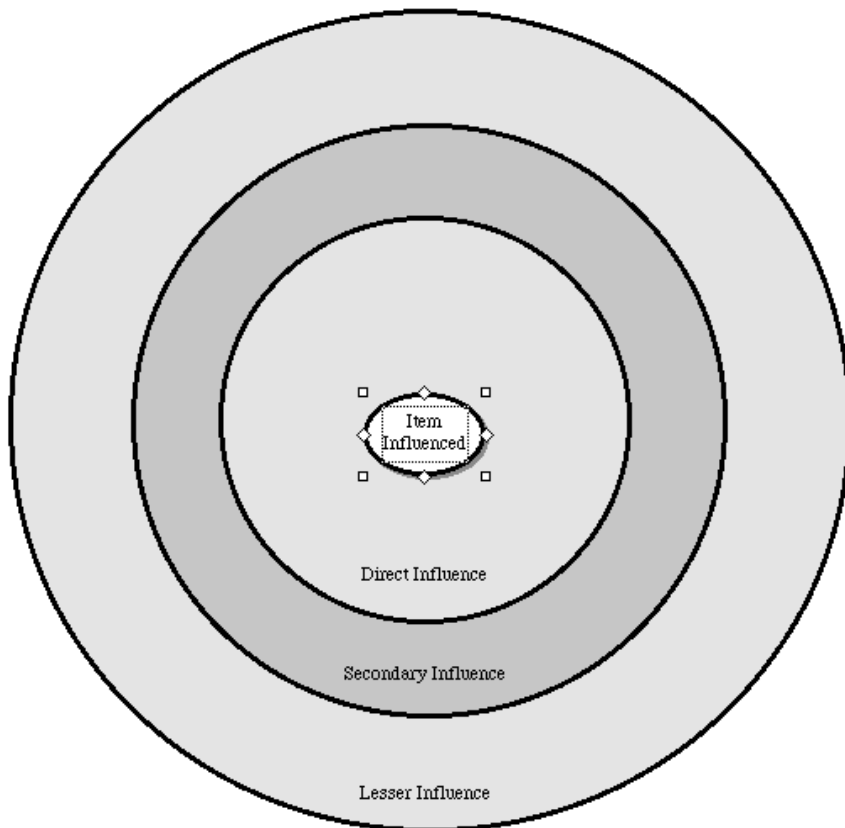
★ Comparison

    1. Enter items for comparison into the symbols labeled "Object, Event, or Person."
    2. Enter similarities into the central subtopics.
    3. Enter differences into the symbols to the left and right.
    4. Add subtopics as necessary using the Create tool.
    5. Use the Note tool to add notes and record detailed information.

▶ **Benefits of using the Comparison template**

The ability to discern similarities and differences is the basis of analytical thought. This template helps students visualize the elements involved in comparison and synthesize them for the purpose of drawing conclusions, and making generalizations.
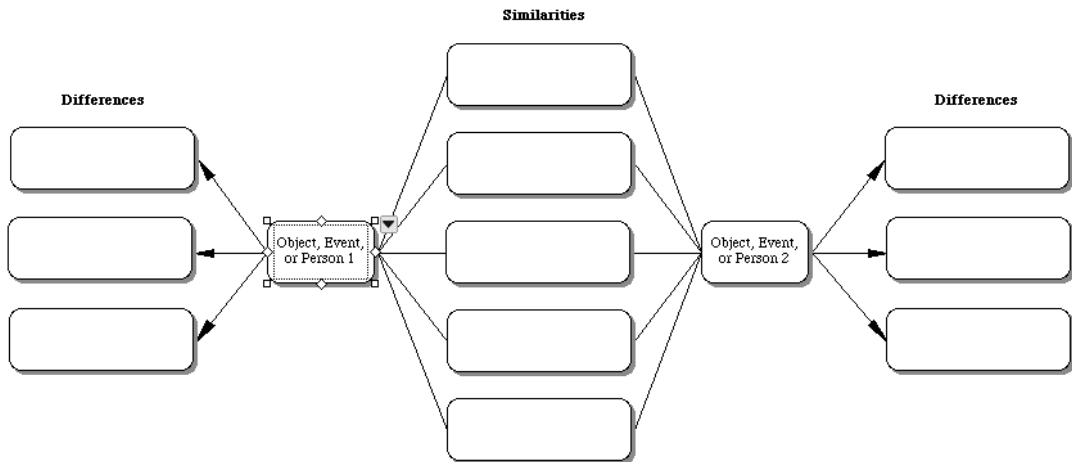
★ Idea Map

How to use this template

1. Start with a central idea and enter it into the symbol labeled "Main Idea."
2. Using key words to represent thoughts, brainstorm ideas and enter them into the symbols that branch from the central idea.
3. Add symbols as necessary using the RapidFire™ tool or the Create tool.
4. Show relationships between branches with textured lines and colors.

▶ **Benefits of using the Idea Map template**

Idea mapping helps students explore an idea freely without the constraints of a superimposed structure. Moreover, a visual environment promotes making new connections and insights in a way that linear text does not. Switching to Outline View, however, allows students to arrange ideas in a more conventional, hierarchical manner.
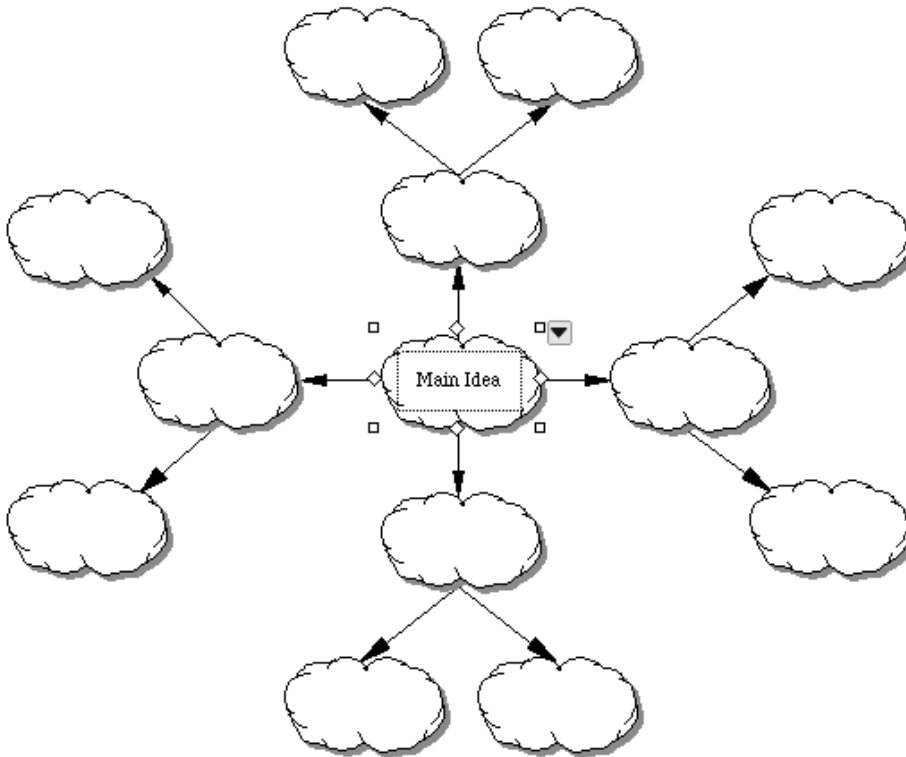
★ Opinion Proof

▶ **How to use this template**
1. Enter an opinion into the symbol labeled "Statement of opinion."
2. Enter reasons for holding this opinion into the symbols labeled "Supporting reason."
3. Think of examples to support your reasons and enter them into the appropriate symbols.
4. Research opposing points of view. Enter this information into the symbols labeled "Opposing thoughts."
5. Enter information about how you plan to defend your position against these opposing thoughts into the symbols labeled "My defense."
6. Use the Note tool to add notes and explanatory information.

▶ **Benefits of using the Opinion Proof template**
A balanced paper requires examination of both supporting and opposing reasoning. This template helps students determine whether the opinions are sufficiently well supported, or whether there is more writing and thinking left to do before the argument is truly convincing.
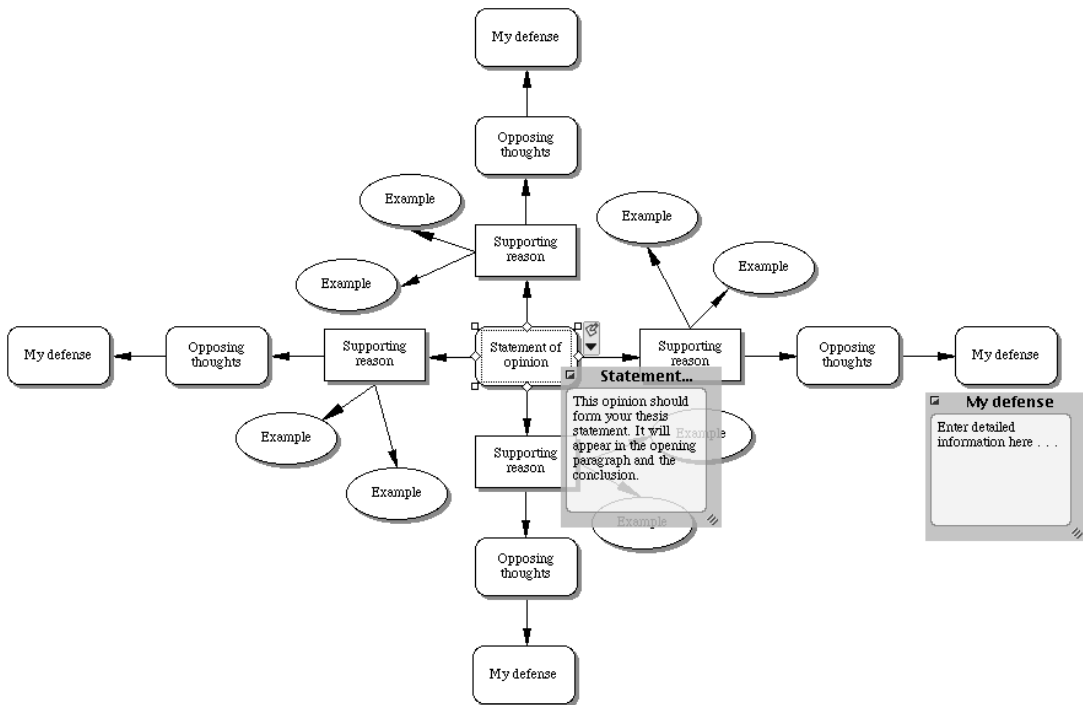
★ Power Map

How to use this template
1. Enter a topic or main idea into the symbol labeled "Power 1."
2. Enter subtopics into the symbols labeled "Power 2."
3. Continue with the next levels of subtopics in the same way.

▶ **Benefits of using the Power Map template**
Unlike traditional outlining, power mapping allows students to see subtopics at the same level as equal in importance. When students switch to Outline View, the prefixes reflect the levels of importance assigned to each idea.
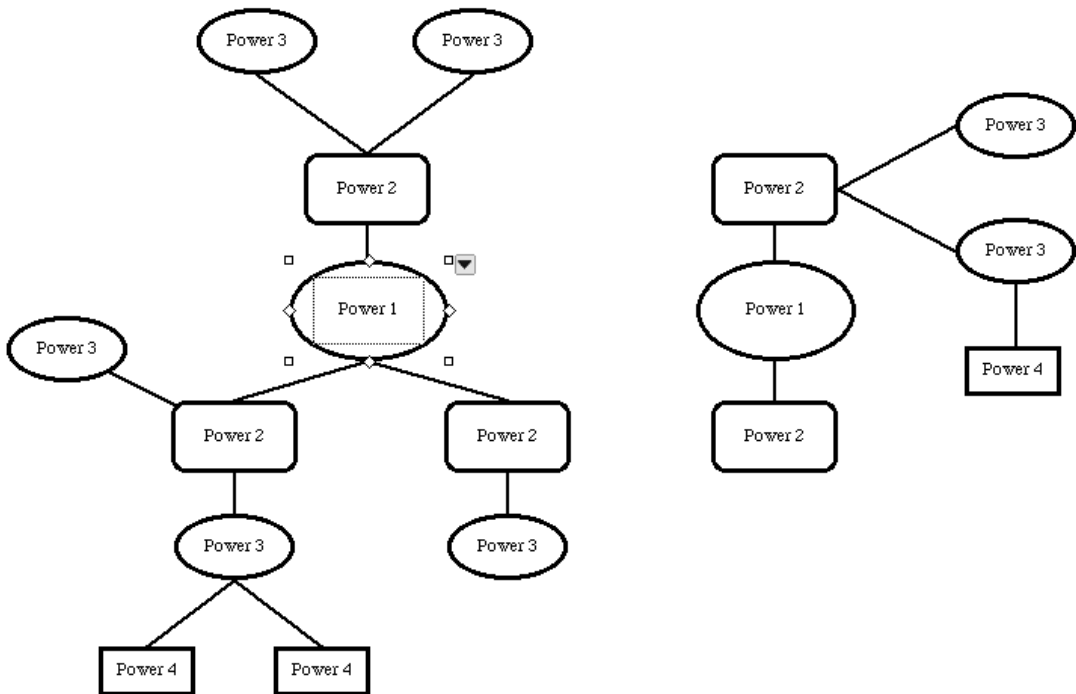
★ Problem Solution

▶ **How to use this template**

1. Enter a problem into the symbol labeled "Problem."
2. List elements of the cause under the symbol labeled "Causes." Use the Create tool to add more symbols as necessary.
3. Discuss the problem and enter details from the discussion under the symbol labeled "Initial Thoughts."
4. Decide on possible solutions. Enter these into the symbols associated with this category. Enter probable outcomes into the symbols labeled "Effect."
5. Discuss the problem and various solutions again. Enter details from the discussion under the symbol labeled "Analysis."
6. Formulate a statement that represents the results of this process and enter it into the symbol labeled "Decision."
7. Use the Note tool to add notes and record explanatory information.

▶ **Benefits of using the Problem Solution template**

Oftentimes solving a problem calls for a process in which various solutions can be tried and then refined. This template can be applied to classroom or interpersonal problems, or form the basis of discussion in mock United Nations or city council projects.
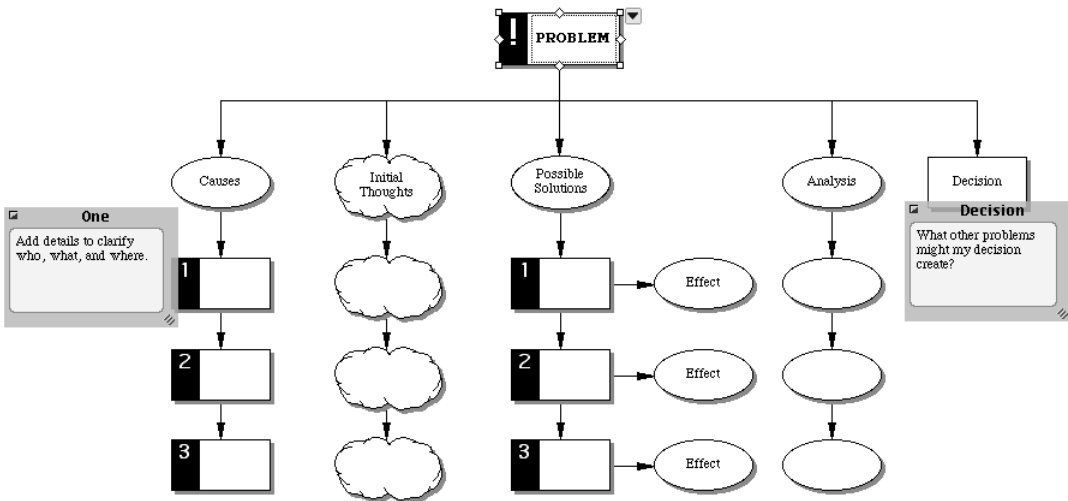
★ Question Formation

How to use this template

1. Enter the title and author of the book being studied into the main idea symbol.
2. In the symbol labeled "In the book," enter a question to which the answer can be found explicitly within the text.
3. In the symbol labeled "Information investigation," enter a question to which the answer can be found in more than one part of the text.
4. In the symbol labeled "Implied knowledge," enter a question to which the answer can be implied from having read the text.
5. In the symbol labeled "Personal experience," enter a question to which the answer cannot be found explicitly in the text. This question can only be answered using personal experience.

▶ **Benefits of using the Question Formation template**

In many ways, it is more important to be able to ask good questions than to merely answer them. In an effort to help students develop better critical reading skills, the question formation approach gives them practice in forming questions of varying difficulty that demand both explicit and implicit information.
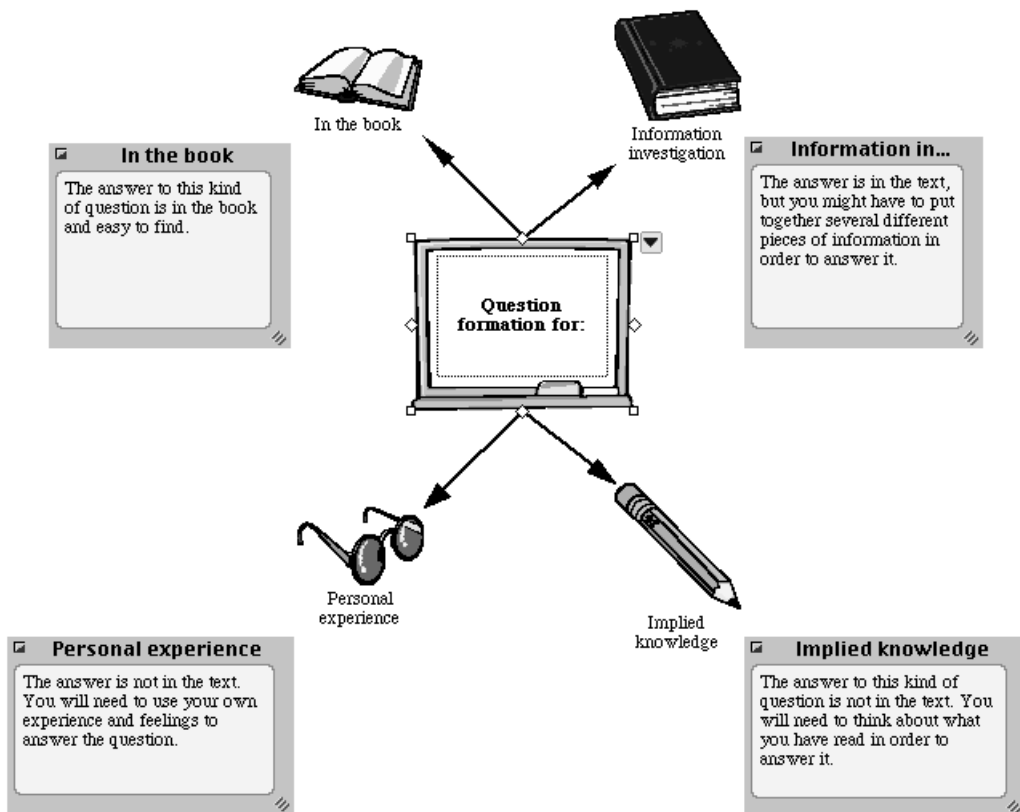
★ Right Tree

▶ **How to use this template**
1. Enter the object or concept to be analyzed into the symbol labeled "Topic."
2. Enter secondary components into the symbols labeled with letters.
3. Continue to break down each of the secondary components into parts using the symbols labeled with numbers.
4. Add further levels of analysis as necessary using the Create tool or the RapidFire™ tool.
5. After adding additional symbols, use the Arrange tool to arrange the diagram into a Right Tree.

▶ **Benefits of using the Right Tree template**
Breaking complex ideas and systems down into smaller, more understandable parts allows students to view whole/part relationships, reinforcing skills in hierarchical arrangements.
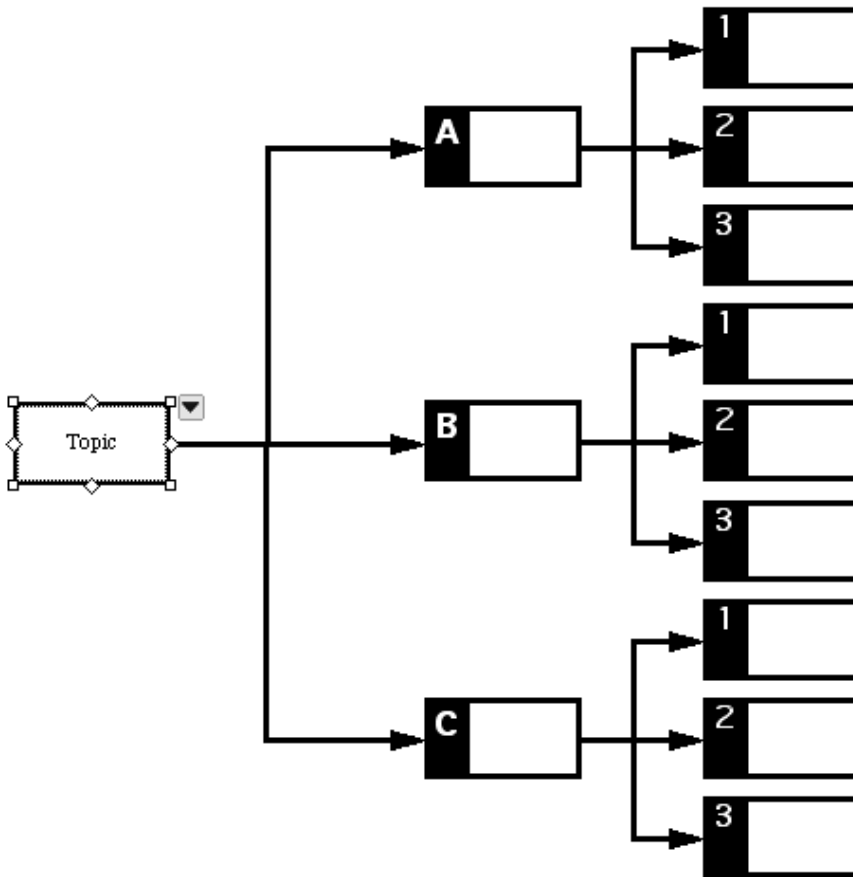
★ Supporting Idea

How to use this template

1. Enter the concept to be analyzed into the symbol labeled "Main Idea."
2. Enter supporting ideas into the next level of subtopics.
3. Continue to break down each of the supporting ideas and record them in subsequent levels.
4. Add further levels as necessary using the Create tool.
5. After adding symbols, use the Arrange tool to arrange the diagram into a Top Down Tree.

Benefits of using the Supporting Idea template

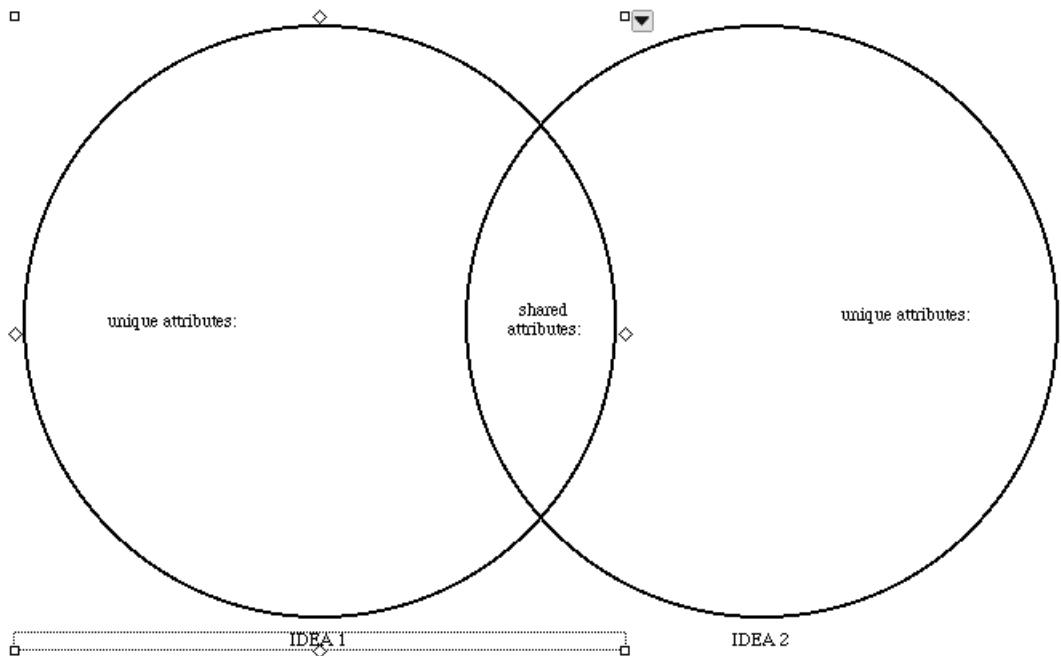Reducing complex ideas, systems, and so forth into component parts helps students spot weak areas of analysis.
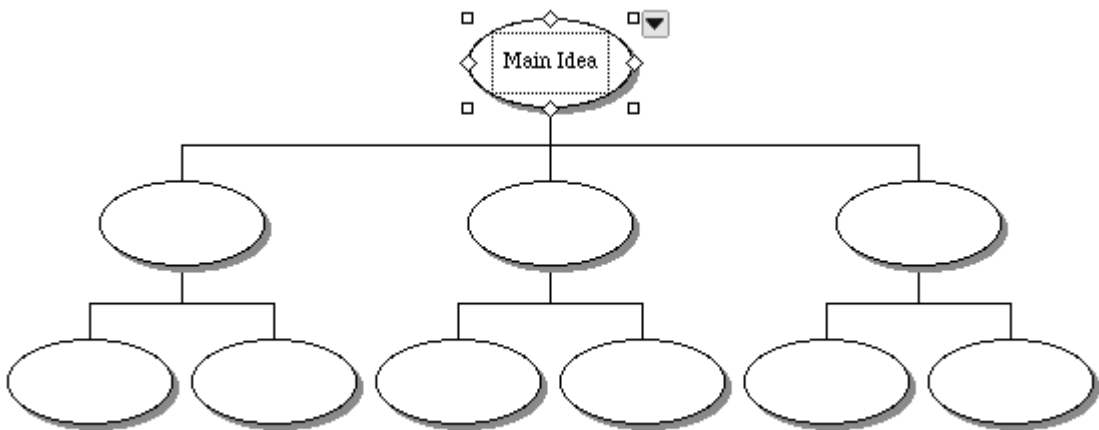
★ Venn Diagram

How to use this template
1. Enter the two concepts being compared into the symbols labeled "Idea 1" and "Idea 2."
2. Enter their unique attributes into the text boxes in each of the circles.
3. In the text box in the overlapping area of the circles, enter the attributes both concepts have in common.

▶ **Benefits of using the Venn Diagram template**
Venn diagrams are a way for students to experiment with sets of information. This visual arrangement helps them determine not only similarities, but also elements that are mutually exclusive.

unique attributes:

shared attributes:

unique attributes:

IDEA 1

IDEA 2

Inspiration®
SOFTWARE, INC