Fig. 1. Selected insects.

these insects

with wings

  wings fully transparent
    no hind wings → housefly
    front, hind wings
      front, hind wings same size → dragonfly
      hind wings smaller
        2 or 3 long tails → mayfly
        no tails
          wings held like roof → cicada
          wings not like roof → bee

  wings not fully transparent
    wings held against body
      jumping legs → grasshopper
      no jumping legs
        wing tip transparent → stinkbug
        front wing shell-like → potato beetle
    wings not against body → butterfly

no wings
  3 long tails → silverfish
  no tails
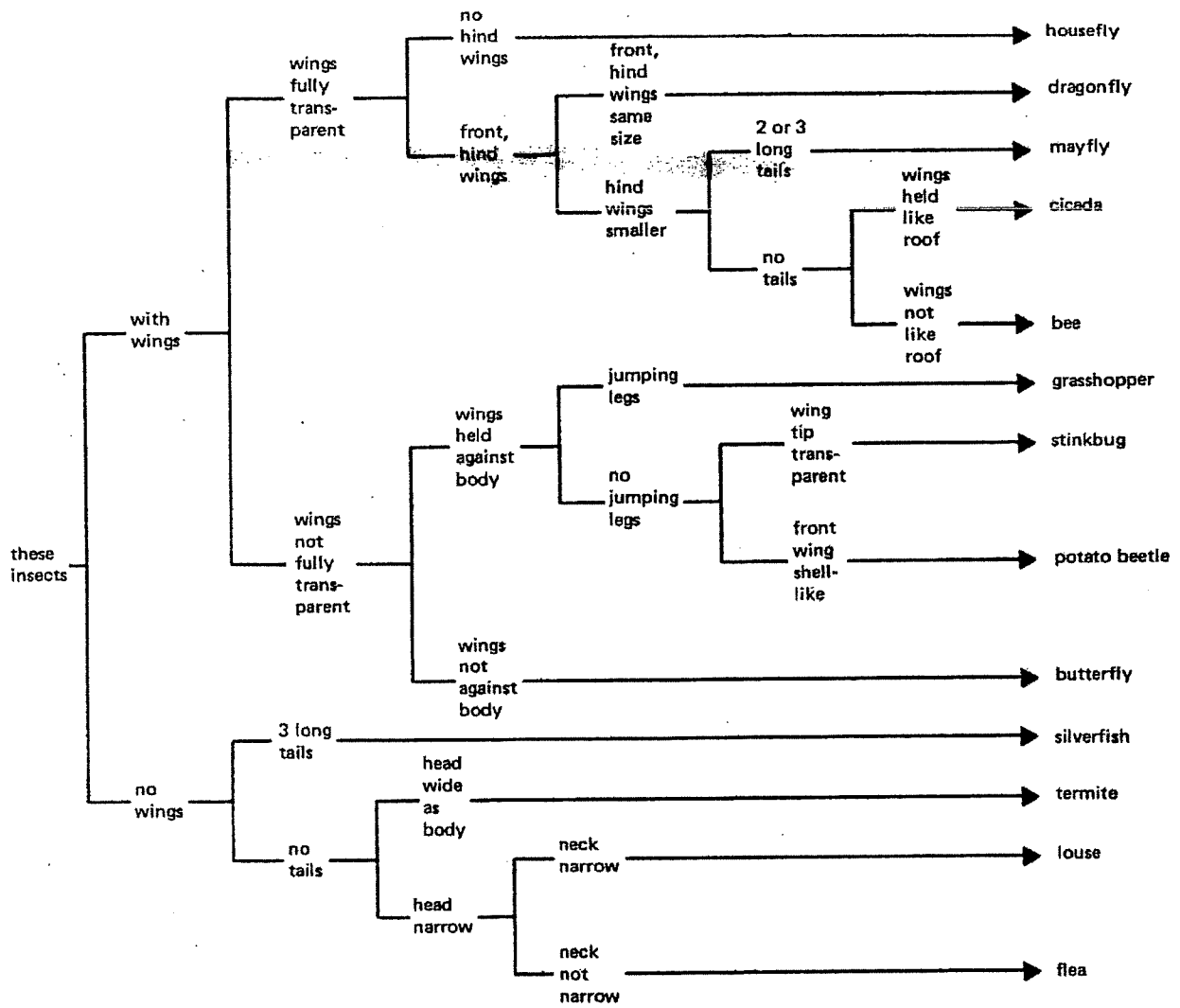   head wide as body → termite
    head narrow
      neck narrow → louse
      neck not narrow → flea

Fig. 2. Constructing a dichotomous key.