In the **Organization** category, you have achieved a rating of **Emerging**.

You can improve your writing score in this category by revising your essay based on specific criteria.

In order to move up to the **Developing** rating, your writing must

* add a basic organization structure; and
* add transitions to move from one idea to the next.

**Establishing Organization Structure**

You should remember a few things when revising for organization:

1. A basic organization should include an introduction, body, and conclusion.
2. Your introduction should, at minimum, clearly state your claim in response to the prompt. It should be a complete sentence that is not in the form of a question. For example:

**Prompt:** “Should we have off-campus lunch?”

**Sample Claim:** “Students should be allowed to leave campus for lunch.”

1. The conclusion should, at minimum, restate your claim.

**Improving Transitions**

Transitions contribute to a reader’s understanding of your plan for organization. You should remember a few things when revising transitions:

1. Determine the pattern you are using, such as ordering reasons first, second, and third, or from weakest to strongest.
2. Once you have determined the organization of the body paragraphs, add transitions to make that structure more clear.

Now, revise your essay to improve its organization. Use the organizers on the next page to plan your revision.

**Directions:** First, review your current organizational structure and determine what parts you have included and which parts might need to be added.

|  |  |  |
| --- | --- | --- |
|  | **Included?**  **Yes or No** | **Questions for Reviewing** |
| Introduction |  | Is there a claim included in the introduction? |
| First, |  | What is the single main idea in this first paragraph? |
| Second, |  | What is the single main idea of this paragraph? |
| Third, |  | What is the single main idea of this paragraph? |
| Conclusion |  | Is there a conclusion? |

**Tip:** If you find that you have more than one idea in a paragraph, break that paragraph into two paragraphs. Include a clear reason, a piece of evidence, and an explanation to fully develop each point.

**Directions:** Next, choose an organizational pattern for your essay. Review the topics you have included in your draft and determine if a sequential pattern works or if a weakest to strongest pattern works. If you already feel strongly about your organization, see if you can strengthen it with transitional words that make the structure clearer to readers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sequential** | **Revision Plan** | **Weakest to Strongest Organization** | **Revision Plan** |
| Introduction | *Example: Add a claim to your introduction.* | Introduction |  |
| First, |  | First, | *Example: Put your most fully developed reason/topic first.* |
| Second, |  | What’s more, |  |
| Finally, |  | Most importantly, |  |
| Conclusion |  | Conclusion |  |