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

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

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

* revise the transitions to clarify the relationship between ideas in a way that strengthens your argument; and
* revise the introduction and concluding sections to be more effective.

You should remember a few things when revising for organization:

**Improving Introduction and Conclusion**

1. Ensure the introduction summarizes the ongoing argument on the issue, states your claim, and previews your reasons. Consider including a counterargument.
2. The conclusion should restate your claim, summarize how you defended your claim, and encourage the reader to both agree and take action.

**Improving Transitions**

1. Your body paragraphs can be organized using different strategies such as arranging your support from weakest to strongest, as a chain of causes and effects, or by using a point/counterpoint or pros/cons pattern.
2. Transition words should not simply show how ideas are related; they should help strengthen your argument. Depending on the specific structure you use, you should use appropriate transition words and phrases, such as *first...next...finally; or more importantly...most importantly*.

Now, revise your essay to improve its organization.

First be sure you have included all necessary components. Next, select an organizational structure and be sure you have included strong transitions within and among paragraphs.

|  |  |
| --- | --- |
| **Questions for Reviewing Your  Essay’s Organization** | **Potential Action** |
| Have you indicated a plan for the organization of your essay in your introduction? | In your transition into or out of your claim within your introduction, consider adding a brief sentence that previews the reasons you’ll discuss throughout the argument. |
| What is the relationship between the first point and the rest of the argument? | Is it the strongest or weakest? Does it help the reader understand the main values or issues at stake from your perspective? |
| Given the main purpose of the previous paragraph, what is the relationship of the second paragraph to the first? | Do your transition words make the relationship between the first and second points clear? (Sequence: *first*, *second*; Strength: weakest to next strongest; Cause and Effect: *Because*..., *It stands to reason*…) |
| Repeat the evaluation above for each of your additional points. | Consider playing around with different organizational patterns. Does it change your thinking about how these points relate to one another? |
| Does your conclusion add an overall insight or a call to action, or does it simply repeat what’s already been said? | Make sure you have the right balance between driving home the main point based on the reader’s new learning and leaving the reader with something worthwhile to do or think about. |