

Organization

Developing the middle of your writing.

The organization of your paper is going to depend on many factors. Consider purpose, audience, and format when deciding how to best put your paper together. Sometimes you may need to structure the paper in a more formal manner, while other times it may be more relaxed.

- **Organize by Space-** begin with the big impression and gradually move to the smaller details.
- **Organize by Time-** put the events in chronological order. However do not attempt to put in every single event or the paper may become too long and tedious.
- **Organize by Content-** used frequently for informational writing. Begin with a list of important information and then develop those categories in subsequent paragraphs.
- **Organize by Perspective-** used in persuasive essays. Keep focused on the main issue and state your position. Address the arguments for and against the issue. Then give specific evidence to support your side.

Another important element of organization is the use of transitions. Transitions are words or phrases that successfully help readers see how one idea connects to another.

- ✎ **To show location-** above, beneath, amid, in back of, beyond
- ✎ **To compare or contrast-** similarly, however, conversely, even so, otherwise, on the other hand, in the same way
- ✎ **To show time-** first, second, next, later, afterward, soon
- ✎ **To conclude or summarize-** finally, to clarify, as a result, in short, to sum up
- ✎ **To add information-** besides, in addition, for example, furthermore, equally important