

Outlining/Organization Plan

Most writers need the physical reminder not to limit their writing, but to **free** it

Outlining/Organization Plan

If you have a written outline,

- you can focus on the writing
- you won't forget any points
- You always know where you are going
- Everything fits into the overall thesis

Outlining/Organization Plan

Most writers skimp or skip organization because they don't like outlining

Outlining is **NOT** organization

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Organization is about controlling the information that you've generated

It's about understanding **WHAT** you are doing and **WHY**

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Organizing is **not** about what the outline looks like – not about the format

A good writer knows/understands the content **before** starting to write

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Organizing is about:

- what you are going to write,
- for what purpose,
- in what order,
- and in how much detail.

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At minimum, the Organization/Outline should have:

- A clear statement of thesis/purpose
- A list of important points

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Points should be in a particular order that:

- Emphasizes the thesis/purpose
- Reinforces each other
- Builds to conclusion

How complete the ideas are is up to writer

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Generally, the more comfortable the writer is with the content, the less formal the organization needs to be

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The more rigid the format of the writing situation, the more likely a formal outline will be required

For THIS class, does **NOT** need to be formal

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Introduction identifies topic/subject and sets the mood

Try several different types of introduction

Doesn't HAVE to be written first!

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Body paragraphs are focus of the outline

Identify which source(s) support each argument/paragraph

Try for synthesis – multiple sources for **each** point

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Conclusion is summation of body paragraphs – what they lead up to

Conclusions are usually organic – come out of writing the rest of the paper

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Develop both intro and conclusion **AFTER** you have a clear plan for the body paragraphs

However, some people swear by writing conclusion **FIRST** – helps them see where they are going