

Organization

Key Quality: Creating the Lead

THINK ABOUT:

- Did I give the reader something interesting to think about right from the start?
- Will the reader want to keep reading?
- Have I tried to get the reader's attention?
- Did I let the reader know what is coming?

Key Quality: Using Sequence Words and Transition Words

THINK ABOUT:

- Have I used sequence words such as *later*, *then*, and *meanwhile*?
- Did I use a variety of transition words such as *however*, *because*, *also*, and *for instance*?
- Have I shown how the ideas connect from sentence to sentence?
- Does my organization make sense from paragraph to paragraph?

Key Quality: Structuring the Body

THINK ABOUT:

- Have I shown the reader where to slow down and where to speed up?
- Do all the details fit where they are placed?
- Will the reader find it easy to follow my ideas?
- Does the organization help the main idea stand out?

Key Quality: Ending With a Sense of Resolution

THINK ABOUT:

- Have I wrapped up all the loose ends?
- Have I ended at the best place?
- Do I have an ending that makes my writing feel finished?
- Did I leave the reader with something to think about?