



## A Useful Tool—6+1 Trait® Writing: Topic 1

### *Help! I Can't Afford an Editor—A Series to Help You Self-Edit*

#### **Organization**

Organization gives writing a sense of purpose and structure. Begin by hooking your reader. Add details throughout the manuscript and use transitions to help move the reader from one idea to the next as you build toward a conclusion.

In a first draft, it isn't uncommon for the same idea to sprout at different points in the writing. As you revise, move sections around or consolidate information so that the manuscript maintains clear organization.

To evaluate your **organization**, ask yourself:

- Does my introduction:
  - hook the reader?
  - provide a clear purpose?
  - give clues about what is to come?
- Does everything connect?
  - Do all my ideas flow from beginning to end?
  - Have I included superfluous information that could be removed?
- Do section and sub-section headers provide guidance?
  - Are they clear and meaningful?
- Does my conclusion:
  - balance my introduction?
  - strengthen the main idea?
  - effectively bring the story/writing to an end?
- Do I tell things in an order that makes sense?
  - **NOTE:** sometimes chronologically isn't the best way to tell a story.
- If something is unclear:
  - how could it be clarified?
  - would rearranging its order clarify it?