Name _____ Date _____

Revising Checklist for Organization

☐ My lead sets the stage and gets your attention! OR

☐ I should begin with: _____ .

☐ My ending wraps things up and leaves you thinking. OR

☐ I should end with: _____ .

☐ This writing is easy for readers to follow. They will NEVER feel lost.

☐ I stayed with ONE main message or story, beginning to end.

☐ I have a surprise or two—not everything is completely predictable.

☐ Details and events seem to come at just the right moment.

☐ I would describe my overall design this way:

_____

_____

☐ I used paragraphs to show small shifts in the story or discussion.

☐ I shared my writing with _____

That person's rating of my organization:

| 1 | 2 | 3 | 4 | 5 | 6 |

Note Good organization guides your reader through your writing as if you were shining a light on a dark path in the forest. Did you shine a light on the trail of your thinking—or leave readers in the dark?