

Stop!
Don't turn your paper in yet!
Did you check to make sure that it's *ORGANIZED*?

When editing and revising a paper, don't just check for grammar and punctuation mistakes! Make sure that your paper is logically organized! Does your paper fit this checklist?

- ❑ The opening of my paper is interesting—it will make the audience want to keep reading the rest of the paper.
- ❑ The way that I have told things in my paper makes sense—the paper is orderly, and it is easy to follow what I am saying.
- ❑ All my ideas, sentences, paragraphs, and sections flow into one another.
- ❑ I have used adequate transitions.
- ❑ The topic sentences in my paper all support my thesis—they work together and lead up to my main point or conclusion.
- ❑ The sentences, details, examples and quotations in each of my paragraphs support its topic sentence.
- ❑ My paper ends effectively—it doesn't just stop suddenly or drag on too long.
- ❑ There is nothing that is unexpected, contradictory, or missing in my paper.
- ❑ My paper is properly organized according to the appropriate format, whether it is a lab report, cover letter, literature paper, or argument paper.
- ❑ I have learned proper organization of my paper through the professor or the *Hodges' Harbrace College Handbook*.
- ❑ I can go to *The Write Place*, Concordia University Wisconsin's Writing Center, to get further help for organizing my paper.