Teacher 6-Point Informational Writing Guide for ORGANIZATION

6

* Thoughtful structure guides reader through text
* Lead gives reader mindset for discussion
* Ending helps reader draw important conclusions
* Structure supports reader’s growing understanding
* Transitions clarify significant connections reader might not think of on his/her own

5

* Design supports development of thesis/argument
* Lead introduces topic, sets the stage
* Conclusion brings discussion to closure
* Structure makes discussion easy to follow
* Transitions make important connections clear

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* Design lets reader follow discussion
* Functional lead kicks things off
* Conclusion signals end of discussion
* Structure helps reader keep track of main points
* Transitions make some connections clear

3

* Reader must work to stay on track
* Lead may create unfulfilled expectations
* Ending may seem abrupt or repetitive
* Reader must sometimes pause or re-read
* Transitions formulaic or unclear

2

* Reader often asks, “Where is this going?”
* Lead does not set up the discussion
* Conclusion provides no sense of resolution
* Information comes at the wrong time
* Transitions missing or puzzling

1

* Random order leaves reader feeling lost
* Just starts in—no lead
* Just stops—no conclusion
* Lack of order blocks reader’s understanding
* Nothing seems related to anything else