

Organization: 'Reverse Outline' the Draft

Students can improve the internal flow of their compositions through 'reverse outlining'.

The student writes a draft of the composition. Next, the student reads through the draft, jotting notes in the margins that signify the main idea of each paragraph or section. Then the student organizes the margin notes into an outline to reveal the organizational structure of the paper. This 'reverse outline' allows the student to note whether sections of the draft are repetitious, are out of order, or do not logically connect with one another.

References

The Writing Center, University of North Carolina at Chapel Hill (n.d.). Reorganizing your draft. Retrieved December 23, 2006, from <http://www.unc.edu/depts/wcweb/handouts/organization.html>