

Organizing Your Ideas

Topic: _____

I. Introduction/Thesis: _____

II. Main Point to Discuss: _____

A. _____

B. _____

III. Main Point to Discuss: _____

A. _____

B. _____

IV. Main Point to Discuss: _____

A. _____

B. _____

V. Conclusion: _____

It's All in the Transition

Keep this list of transitional words and phrases handy as you write.

To Show Similarity

also, in the same way, like, likewise, similarly

To Contrast

although, but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, otherwise, still, yet

To Show Sequence/Order

first, second, third, next, then, finally

To Show Time

after, afterward, as soon as, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, soon, subsequently, then, today, tomorrow

To Present an Example

for example, for instance, specifically, to illustrate

To Show Emphasis

again, even, for this reason, indeed, in fact, of course, to repeat, truly, with this in mind

To Show Place/Position

above, across, adjacent, below, beyond, down, here, in front, in back, nearby, outside, there, throughout

To Show Cause and Effect

accordingly, consequently, hence, so, therefore, thus

To Present Additional Support or Information

additionally, again, also, and, as well, besides, equally important, further, furthermore, in addition, moreover, then

To Present a Conclusion or Summary

as a result, finally, in a word, in brief, in conclusion, in the end, on the whole, thus, to conclude, to summarize, in sum, in summary