

So, you need to write a *presentation*, a *text book*, an *article on a professional topic*,... but HOW can you ORGANIZE your ideas so that your logic flows for an Anglo-Saxon mind?



1. Before we start, let's see what you think. CLICK ON, DRAG and DROP these mixed up statements onto the right lines (N.B., drop onto the far left of the lines ... ☺.) --Do this before going ahead!--

**TITLE:**

Of all of Emily's poems, perhaps my favorite is "XXXXX," because .... It....

.....

**TEXT PARAGRAPH 2:**

Poetry has been with us since the dawn of language, even before writing. My favorite kind of poetry was developed in the wake of the Romantic movement. Of these poets, my favorite is Emily Dickenson.

.....

**INTRODUCTION:**

Emily Dickenson was born in 1830 in Amherst, MA. A recluse, she was able to write poetry because her family was well-to-do.

.....

**TEXT PARAGRAPH 3:**

Emily's poetry is refreshing modern, eschewing traditional rhyme and Depending heavily on free verse to express her thoughts and feelings.

.....

**TEXT PARAGRAPH 1:**

Emily's poetry was virtually unknown during her own lifetime, but she far outshines the other American Romantic poets of the day. Her poems are still moving and fresh. I hope you enjoy them, soon.

.....

**CONCLUSION:**

Emily Dickinson: a Surprisingly Modern 19<sup>th</sup> Century American Poet

.....

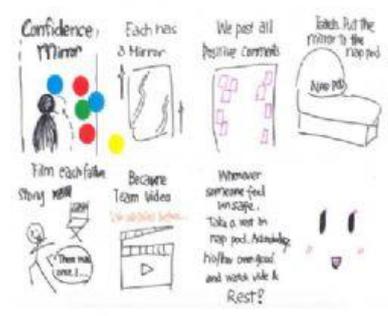
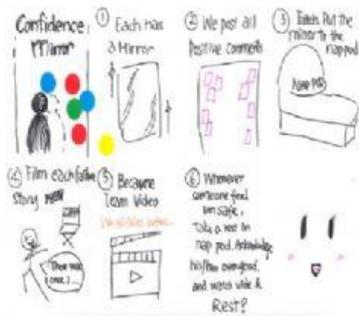
So, you need to give a presentation, or write an article... HOW TO ORGANIZE – by S.K. Meyer

2. After doing research, these are things you **MUST** do **BEFORE** you start writing ... DRAG and DROP in order:

FIRST,...

SECOND,...

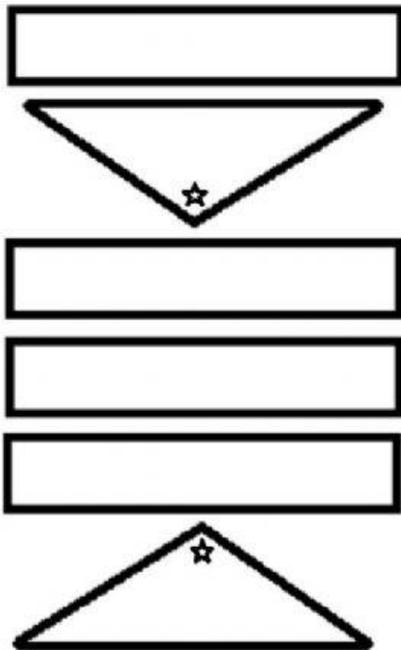
THIRD,...



3. Organizing before you start writing will save you A LOT of HEADACHES. It's not so rigid that it can't be changed as you begin writing, find new material, or even change your mind, but it will help you spot where there are holes in your material, or problems with your thought processes before it's TOO LATE, & keep you from being confusing, or boring!



Let's look at the diagram they taught Star way back when (I added the stars ☺). It's really great for focusing on the phases:



TITLE



INTRODUCTION: from general/context to specific/thesis statement

BODY OF ARGUMENT: each paragraph (constructed according to this diagram) develops details of the text arguing for or against specific points; each paragraph must have at least 2 sentences

CONCLUSION: from specific/enriched thesis statement to general/context, why important

Pick a topic you love! Outline it! (UNGRADED)  
I) TITLE:

.....

IIa.) INTRODUCTION, GENERAL CONTEXT:

.....

IIb.) INTRODUCTION, THESIS STATEMENT:

.....

III.) ARGUMENT AGAINST YOUR THESIS:

.....

IV.) ARGUMENT IN FAVOR OF YOUR THESIS:

.....

Va.) CONCLUSION, ENRICHED THESIS STATEMENT:

.....

Vb.) CONCL., GENERAL CONTEXT, WHY IMPORTANT

.....

4. Of course, when you are really writing something, there will be many more arguments against your thesis to refute and many more arguments in favor of your thesis to support, and you will ENRICH your concluding thesis statement with key material from your arguments in favor of your thesis, but I think that you get the idea. Now, CLICK ON, DRAG and DROP, again, to check yourself:



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**CONCLUSION:**

Emily Dickinson: a Surprisingly Modern 19<sup>th</sup> Century American Poet

.....

Before you go ... TWO, no, THREE, OK, FOUR HINTS:

- Before you begin writing, in your document TURN ON British English OR American English! **Red** underlining indicates spelling problems. **Blue** underlining indicates *possible* grammar problems. BEWARE! Not all things are signaled also because the word may be correctly spelled, but may be the wrong word for that context (ex., to, too, two), or maybe you've used the passive (and we try to avoid it, when possible). If you've already started writing, select everything, then choose British or American English.
- Have fun! Put yourself and your personality, your likes and dislikes, your experiences, and your hopes into your writing. We want to hear what *you* think about the topic, not just a list of facts. The more fun you have writing, the more fun we will have listening! ... Of course, how informal you are depends on the context, but personality (in context) is a winner.
- **K.I.S.S.**-Keep It Short and Simple! / Keep It Short, Stupid! ... In other words, be as comprehensive, but as brief as possible.
- Stay within the time / page limit set! (or as close as you can!)
- **BONUS HINT:** If you are giving a presentation with slides / PowerPoint: put only a FEW things on each slide, BIG enough for those in the BACK to understand, and ... NEVER load items all at once ... people will be reading / looking, and NOT LISTENING ... so USE THE ANIMATION FEATURES to DROP POINTS IN ... N.B., keep the CONTEXT in mind ... if it's a conference or formal talk, use restrained animation (simple drop in, for example), and not crazy animation (whirling, etc.).

IMAGES: All photographs are ClipArt from the Microsoft Word program used to make this document. The outline diagram is by S.K. Meyer