**Chapter 11**

* Gathering Materials → Simplify the information that make sense to you → Shape it for reader’s understanding (message organized, organized pattern)
* Page 169, Typical Question in Organizing for Reader
* Step for organizing material: Topic Arrangement → Outlining → Paragraphing → Sequencing
* **Analyze**: break it down to connections, similarities, trends, correlations, relationships and perspective. Go from topic to sub-topics. You can divided into as many sub-categories as you want but it has to make sense and easy for reader to understand. (Ex: pg.169: Olympic Games)
* Any pieces of writing MUST have a Beginning, Central Section(s) and a Conclusion
* **Technical Report Arrangement**: The reason for the report **(Beginning)** → The report’s conclusion (of the report) **(Central Section)** → the report’s recommendations for the issue **(Central Section)** → The author’s main challenge when running the recommendations. **(Conclusion)**
* **Beginning**: The most important part decided whether the reader will continue to read the rest of the report or not. Explain the topic’s significance issue and document’s purpose, identify who is the audience group. Account for any limitation (uncomplete or questionable data). It has to be short so reader can have a quick look and decided if they want more information or not.
* **Central Section**: depends on the difficult and the number of question, central section can have one section or multiple section to answer and solve the issue. Central Section is where you have to reveal all of the information you have related to the issue, including problems, statistics, recommendations. Do as much as you need so by the end of this, reader will satisfied with the result or they might still confuse or wonder which is very little.
* **Conclusion**: Re-emphasize key points, predict an outcome, offer a solution or suggest further study if the research is not finish. By the end of conclusion, reader should have a knowledge of what is the issue about, what is the main problem, what are the solutions and what is the plan and/or obstacles we might have
* Beware of how you organize your idea. Each culture has their own way or organizing. For example, English reader prefer a short and direct introduction straight to the topic or main idea, while Russian or Spanish people prefer a long and confused opening paragraph. Or, England reader often start their article with a direct bad-news (if any) while North American people do do so, but in an indirect way.
* Reader care the most about related information. Anything beyond that will be ignored until the reader get the concept of the information in the paragraph, which is Standard Paragraph
* **The Standard Paragraph (Central Section):** Begin with a topic sentence address only one issue/main point/idea/judgement and opinion which will only covered on that specific paragraph. After the topic sentence, writer will answer all the potential question that reader might have, or a developed paragraph. Pretend you are the expert or the person who knows the situation well.
* **The Topic Sentence**: Topic Sentence guides the reader an understanding and to expect what is this paragraph about. When reader is struggle to understand this, they will usually mislead the concept in the paragraph. Some, which is very very rare, that readers realize the topic sentences after finishing the paragraph and you don’t want to put your reader in this case.
* **Alternative Topic Sentence Placement**: In some cases, if the next paragraph is likely related to the previous one, they can put a transition sentence in the beginning, and then the topic sentences so reader knows this paragraph has a relation to the previous one, make a connection there
* **Paragraph Unity**: Where words, phrase and sentence directly support the topic, where keyword in topic sentences get repeat many times in the paragraph to emphasize the most important topic in the topic sentence
* **Paragraph Coherence**: Instead of supporting like unity, coherence is where every sentences in the paragraph support to each other, create a connection. It explains very well each point in the topic sentences (if there is more than 1). Throughout the paragraph, transition words can be use to notice reader move from this idea to the next one. Some common mistake in Coherence paragraph is sentence too short, insufficient transitions and sentences in a wrong sequences of topic sentences
* **Paragraph Length**: keeps the idea as much simple as you can. Don’t drive the reader around with a one page paragraph (unless you are writing an essay with strict requirement), otherwise, a maximum of 300 words for each paragraph. If the idea is (1) too complex (2) too much and can’t cut any idea (3) main key point, separated or divided into multiple paragraph and use each to explain each concept/perspective of the idea
* **Sequencing**: Flow of the story, things after another. If this logical make sense, reader tends to remember this more than the details of each things. This always fall into one of these types (pg. 179, Figure 11.3)
* **General to Specific**: The details develop and support the main idea
* **Spatial Sequence**: Begins at one location and ends at another, most common is describing an object throughout the details.
* **Statement plus Illustration**: Sometimes, it has hard to explain or describe something, so write usually give an example or situation which describe the meaning of the topic sentences
* **Emphatic Sequence (Statement plus detailed evidence or arguments)**: Same with Statement plus Illustration but this time writer use statistics or real-life argument/fact to support the topic sentences, make the paragraph stronger
* **Extended Definition**: Descriptive pattern used to organize a paragraph, piles up the details to help reader understand a term
* **Classification**: Close examination of any complex issue requires both partition and classification. Usually give the ideas as point form, straight to the answer
* **Comparison-Contract Sequence**: Similarities and Difference between two or more items, an evaluation. Get straight to the point without any further explanation (obvious)
* **Specific to General**: Writer want the reader to have a look at the situation before point out the main idea of the paragraph. By the time the topic sentence begin (usually the last sentence in the paragraph), readers already figure out what they are talking about
* **Chronological**:
* **Narrative Sequence**: Brief description of what was happening, make sure to use the word involves with step such as first, at that level, then
* **Instruction**: Guides on how to do something or how something happened in a short period of time
* **Process Description**: A guide of what was or will happen to a certain object that is already known
* **Problem-Cause-Solution Sequence**: Going from descriptive of the problem, the analyze the problem and give the solution to the problem
* **Cause-Effect Sequence**: Begin with what cause the problem to happen and what is the effect of it
* **Effect-to-Cause Sequence**: Invert of Cause-Effect, begin with Effect and explain the Cause later. This method usually appear when the Effect is either too big or too many that they want to draw the attention of the reader first before telling what caused it