



★**Organization:** The structure and arrangement of ideas, arguments, and information within an essay. Organized content is presented in a logical and coherent manner, making it easy to follow.

RULE	EXPLANATION
Transition Words	Transition words are words that change from one state of being to another.
Transition Sentence	Transition sentences are sentences that indicate a change from one paragraph to another.

**EXAMPLE(S)**

Above all	Additionally / an additional	Along with	Also	Although
Alternatively	As well as that	At this time	Before	Clearly
Coincidentally	Conversely	Definitely	Especially	Even so
First/firstly	First and foremost	Following	For example	Furthermore
However	In addition	In contrast (to)	Indeed	Last, but not least
Moreover	Nevertheless	On the other hand	Previously	Second/secondly
Subsequently	Undoubtedly	Unlike	Whereas	Without a doubt



★**Topic Development:** Refers to the process of writing and how sentences need to develop the main idea and not distract from it. It is important to make sure every sentence has a purpose and connects back to the main idea.

RULE	EXPLANATION	EXAMPLE(S)
<p><b>Thesis Statement</b></p>	<p>This sentence states what the entire essay is about.</p>	
<p><b>Topic Sentence or Claim</b></p>	<p>The topic sentence states what the paragraph is about. Sometimes, it is a claim, which states what the author wants to prove.</p>	
<p><b>Evidence</b></p>	<p>Evidence is some form of data (i.e., statistics, quotes, etc....) that supports the author's claim.</p>	
<p><b>Reasoning</b></p>	<p>Reasoning is the author's explanation of HOW the evidence supports the claim.</p>	
<p><b>Inference</b></p>	<p>An inference is a conclusion reached based on evidence and reasoning.</p>	

*The English College and Career Readiness Standards: Production of Writing: Topic Development and Organization are comprised of 36 standards. We focused on 9. For the complete list of standards associated with Production of Writing please refer to the C&C Readiness Standards.*