

The CPA Revision Organizer

MAIN IDEA

Work in this box if: (1) Your piece seems to ramble or is unfocused, it doesn't have a single controlling idea. (2) Your piece doesn't seem to have a point to it. (3) You think you might be writing about more than one topic. (4) You just keep writing and writing and you don't know when to end.

KEY DETAILS

Work in this box if: (1) Your piece seems too short. (2) You don't have many examples that support your main idea. (3) Your piece doesn't seem very interesting. (4) Your piece doesn't make sense to people when they read it. (5) Your audience doesn't understand your main idea even though you've stated it clearly. (6) You're having trouble distinguishing between relevant and irrelevant details.

THINK

Work in this box if: (1) You don't have an effective ending. (2) You don't know why you're writing this particular piece. (3) Your ending is just a restatement of your beginning or a summary of your main points. (4) Your audience is unsatisfied with your current ending. (5) You want your audience to keep thinking about your piece long after they've finished reading it.

DO

Work in this box if: (1) You're looking for a powerful ending that really moves your reader. (2) You want your piece to sound more persuasive. (3) You think that what you're writing about is so important that readers need to take some action based on what you've told them. (4) You want to write a longer ending that explores in great detail the implications of what you want the reader to do.

PEOPLE

Work in this box if: (1) You don't know the best way to start your piece. (2) You have the feeling that you're just writing instead of writing to a particular person or type of person. (3) You're not sure if what you're writing is appropriate. (4) You're not sure what to write at all. (5) You're having trouble with style, tone, voice, or word choice.

QUESTIONS

Work in this box if: (1) People have a lot of questions after they've read your draft. (2) You've gotten started but you're not sure what to write about next. (3) You don't know how long your piece should be. (4) Your audience thinks your piece is boring. (5) You think you may be ignoring things that are important to your audience.