

Paragraph Organisation Checklist for Business Writing

When you're thinking about paragraphs:	YES	NO
Does the paragraph have a topic sentence? (Note: <i>not all paragraphs have a topic sentence. Sometimes the topic sentence is implied, but be careful if you do this and make sure you are making life easy for your reader.</i>)		
What is the main idea of the paragraph? (Even if the topic sentence is not explicitly stated, you should be able to work out the main idea based on the information in the paragraph.)		
Do all the sentences in the paragraph support the main idea?		
How are the sentences in the paragraph organised? Are they chronological, examples, etc? Make sure you are only using one scheme in each paragraph. That is, don't mix up timelines and examples, contrasts and emphasis.)		
Is this the most effective way to organise them?		
Are there any sentences that don't follow the organisation or that just don't flow logically?		
And when you're thinking about the structure of the piece overall...		
Does the piece of writing have an organised structure (an introduction; body and conclusion)?		
Introduction		
Does the introduction seem helpful for the reader as a signpost to the whole piece of writing?		
Does it explain the focus of the piece of work and your position on this?		
Does it explain why the reader should be interested and the relevance of the research you have done?		
Body/Body paragraphs		
<ul style="list-style-type: none"> Is there an overall general to specific organisation? 		
<ul style="list-style-type: none"> Have you arranged the material logically? 		
<ul style="list-style-type: none"> Do points within and over paragraphs follow logically? 		

Body/Body paragraphs (continued)	YES	NO
<ul style="list-style-type: none"> • Is it clear how paragraphs are related to each other? 		
<ul style="list-style-type: none"> • Does each paragraph start a new theme or sub-theme? 		
<ul style="list-style-type: none"> • Does each sentence make sense and does it relate to the sentence before it? 		
<ul style="list-style-type: none"> • Have you used signposting language so that the essay flows? (Signposting language signals key parts of your writing such as the purpose, structure, your position, the main points, conclusions, etc.) 		
<ul style="list-style-type: none"> • Is there a satisfying ending? 		
Conclusion		
<ul style="list-style-type: none"> • Does it remind the reader of the piece of writing's most important features? 		
<ul style="list-style-type: none"> • Does the conclusion cover only what you proposed in the introduction and expanded on in the body? (It's not the place to introduce additional material.) 		

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