## **List and Organize**

## 1. Create a bulleted list of ideas that pertain to your topic.

## 2. Write down anything that comes to mind that you want to add to your paper

## 3. Use a new line for every new idea

## 4. Be detailed in your list so you do not forget

## 5. AFTER your list is complete, go through to do the following:

##  \*Number the items in the order you want to present them.

##  \*Combine ideas that are similar

##  \*Delete/cross out ideas that are not relevant or necessary

Sample List and Organization

**Step 1: List your ideas**

Topic: How to be a Leader in Middle School

Walk quietly in the halls

Stand up to bullies and poor choices

Use respect

Classroom behaviors

Positive attitude

No horseplay

Display mature behaviors

Use kind words

Set a good example

Turn in work on time

Get involved in clubs or organizations

Lunch room behavior

Talk at an appropriate level

**Step 2: Combine similar ideas and list by number of importance**

Walk quietly in the halls(2)

Stand up to bullies and poor choices(3)

Use respect(1)

Classroom behaviors (1)

Positive attitude(1)

No horseplay(2)

Display mature behaviors(3)

Use kind words(3)

Set a good example (3)

Turn in work on time(1)

Get involved in clubs or organizations(5)

Lunch room behavior(4)

Talk at an appropriate level(All)

**Step 3: Begin Draft using the order you have listed**

Topic: How to be a Leader in Middle School

Use respect(1)

Classroom behaviors (1)

Positive attitude(1)

Turn in work on time(1)

Walk quietly in the halls(2)

 No horseplay(2)

Display mature behaviors(3)

Use kind words(3)

Set a good example (3)

Stand up to bullies and poor choices(3)

Lunch room behavior(4)

Get involved in clubs or organizations(5)

Talk at an appropriate level(All/conclusion)