

FIGURE 17.3 Flowchart for Revising a Classification and Division Essay

QUESTIONS

1. **Highlight** your thesis statement. Do it and the rest of your introduction reveal your principle of classification or division and suggest why it is important?

YES

2. *Write* the principle of classification you used at the top of your paper. Do you use this principle consistently throughout the essay? Does it fit your audience and purpose? Does it clearly relate to your thesis?

YES

NO

REVISION STRATEGIES

- Revise your thesis to make your justification stronger or more apparent.
- Add explanatory information to your introduction.

NO

- Brainstorm other possible principles of classification or division, and decide if one better fits your audience and purpose.
- Revise your categories and parts to fit either your existing principle or a new one.
- Rewrite your thesis to reflect your principle of classification/division.

(continued on next page)

QUESTIONS

3. Underline the names of categories or parts. Do they cover all members of the group or all major parts of the topic? Are your categories or parts exclusive (not overlapping)?

NO

YES

4. Place a ✓ beside the details that explain each category or part. Does your essay fully explain each one? (If it reads like a list, answer “No.”)

NO

YES

5. *Write* the method of organization you used at the top of your essay. Is the organization clear? Does this method suit your audience and purpose? Have you followed it consistently?

NO

YES

6. Underline the topic sentence of each paragraph. Is each paragraph focused on a single category or part?

NO

YES

7. Reread your conclusion. Does it offer a new insight or perspective on the topic or explain why your classification or division is useful or important?

NO

REVISION STRATEGIES

- Brainstorm or conduct research to add categories or parts.
- Revise your categories or parts so that each item fits into one group only.

- Brainstorm or do research to generate more details.
- Add examples, definitions, facts, and expert testimony to improve your explanations.

- Refer to Chapter 7 to discover a more appropriate organizing plan.
- Revise the order of your categories or parts.
- Add transitions to make your organization clear.

- Consider splitting paragraphs that cover more than one category or part.
- Consider using headings to group paragraphs on a single category or part.

- Ask yourself: “So what? What is the point I’m trying to make?” Build your answers into the conclusion.