**Organization and Transitions**

-N.B. The topic sentence at the beginning of each new section should contain operative word definition you are using in that section of the essay.

**Time Order/Process Pattern:** Ideas or events are presented in the order they occur. Sequences are told through dates, times, or numbers. Processes are explained through steps or stages.

**Time Order/Process Transition Words:** first, second, later, next, as soon as, after, then, finally, meanwhile, last, during, when, by the time, over time, until, step, stage, method, procedure, how to

Example: When Althea first began to drink, she just did not realize the risks she faced. Over time, her drinking slowly but surely took total control of her life.

**Addition Pattern**: This pattern is actually a form of listing. Transitions of addition indicate that the writer is using a second idea along with the first one. The writer presents an idea and then adds other ideas to deepen or clarify the first idea.

**Addition Transition Words:** furthermore, additionally, also, besides, further, in addition, moreover, again, and, final, first of all, first, second, third, next, last of all (only use numbers when describing a process)

Example: Weightlifting builds and tones muscles; it also builds bone density.

**Definition Pattern:** A definition is given to explain a new, difficult, or special term. Examples are provided to clarify the definition.

**Definition Transition Words:** consists of, is a term that, involves, is called, is characterized by, that is, occurs when, exists when, are those that, entails, means, such as

Example: Repression is the mind’s power to block fearful thoughts, impulses, and memories, such as when a person represses or forgets painful childhood memories.

**Classification Pattern**: Ideas are sorted into smaller groups and then the traits of each group are described. Because the groups are listed, transitions of addition are used in this thought pattern along with transitions that indicate groups.

**Classification Transition Words:** type, group, varieties, kinds, divisions

Example: Internet users have two types of access choices for surfing the Web. The first type of access to the Internet is the old-fashioned phone line. The second type of access is high-speed broadband through the TV cable or high-speed DSL through fiber optic phone lines.

**Comparison-and-Contrast Pattern:** This organizational pattern emphasizes the similarities or differences between two or more items. In comparison, writers show the way two or more ideas are the same; in contrast, writers show the way two or more ideas are different. The focus can be on just similarities or just differences or a combination of both.

**Comparison Transition Words:** likewise, in comparison, to compare, resembles, is similar, in the same way, as well as, like, correspondingly, just as

Example: There are similar safety features on all the cars in the showroom.

**Contrast Transition Words:** in contrast, on the contrary, although, even though, similarly, however, on the other hand, as opposed to, whereas, instead, in spite of, different, differs from

Example:Mike studied and made a passing grade. Joe, however, didn’t study and failed.

Combination Example: Mary, like her sister, has brown hair. However, the two differ when it comes to eye color.

**Spatial (or Space) Order Pattern:** This pattern describes physical location or position in space.

**Spatial Order Transition Words:** above, below, besides, between, next to, in front of, behind, inside, outside, opposite, within, nearby, over, under

Example: Drivers should sit 10 to 12 inches from the steering wheel to allow the air bag to inflate toward the chest and away from the face and neck.

**Cause and Effect Pattern:** This pattern describes or discusses an event or action that is caused by another event or action.

**Cause-Effect Transition Words:** therefore, hence, for this reason, since, leads to, creates, yields, stems from, produces, for, because, as a result, due to, thus, so

**There are four possible relationships:**

**Single Cause – Single Effect**: If you are caught speeding, then you will get a ticket.

**Single Cause - Multiple Effects:** High fuel costs result in higher food prices, loss of jobs, and individual hardship.

**Multiple Causes – Single Effect:** Survey, question, read, recite, and review lead to good comprehension.

**Multiple Causes – Multiple Effects:** It was raining and I missed my ride; therefore, I got soaked and missed my test.

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| **Addition** | also, again, as well as, besides, coupled with, following this, further, furthermore, in addition, in the same way, additionally, likewise, moreover, similarly |
| **Consequence** | accordingly, as a result, consequently, for this reason, for this purpose, hence, otherwise, so then, subsequently, therefore, thus, thereupon, wherefore |
| **Generalizing** | as a rule, as usual, for the most part, generally, generally speaking, ordinarily, usually |
| **Exemplifying** | chiefly, especially, for instance, in particular, markedly, namely, particularly, including, specifically, such as |
| **Illustration** | for instance, for one thing, as an illustration, illustrated with, in this case |
| **Emphasis** | above all, chiefly, with attention to, especially, particularly, singularly |
| **Similarity** | comparatively, coupled with, correspondingly, identically, likewise, similar, moreover, together with |
| **Exception** | aside from, barring, besides, except, excepting, excluding, exclusive of, other than, outside of, save |
| **Restatement** | in essence, in other words, namely, that is, that is to say, in short, in brief, to put it differently |
| **Contrast and Comparison** | contrast, by the same token, conversely, instead, likewise, on one hand, on the other hand, on the contrary, nevertheless, rather, similarly, yet, but, however, still, nevertheless, in contrast |
| **Sequence** | at first, first of all, to begin with, in the first place, at the same time, for now, for the time being, the next step, in time, in turn, later on, meanwhile, next, then, soon, the meantime, later, while, earlier, simultaneously, afterward, in conclusion, with this in mind |
| **Common Sequence Patterns** | first, second, third… |
| generally, furthermore, finally |
| in the first place, also, lastly |
| in the first place, pursuing this further, finally |
| to be sure, additionally, lastly |
| in the first place, just in the same way, finally |
| basically, similarly, as well |
| **Summarizing** | after all, all in all, all things considered, briefly, by and large, in any case, in any event, in brief, in conclusion, on the whole, in short, in summary, in the final analysis, in the long run, on balance, to sum up, to summarize, finally |
| **Diversion** | by the way, incidentally |
| **Direction** | here, there, over there, beyond, nearly, opposite, under, above, to the left, to the right, in the distance |
| **Location** | above, behind, by, near, throughout, across, below, down, off, to the right, against, beneath, in back of, onto, under, along, beside, in front of, on top of, among, between, inside, outside, around, beyond, into, over |