

HOW TO ORGANIZE INFORMATION

There are several ways to organize information.



Chronological

One way to organization information is to present it chronologically. This means presenting what happens first, second, and third in either the order it happened or the order it would need to happen. An example of chronological order is a recipe or a step by step guide.

Cause/Effect

Another way to organize your outline is to focus on an event or action and the effect or consequence of this action.

Problem/Solution

you can also organize your information by describing the problem or issue first and then, presenting solutions to that problem. An example of this would be a problem/solution essay or a political speech. Many arguments also use this structure.

Importance or Priority

Sometimes, it makes the most sense to organize your ideas by putting the most important point first, the second most important second, and so on.