

**Need help figuring out if your PARAGRAPHS are FOCUSED
and your paper is ORGANIZED? Try...**



Creating a GLOSS of your Paper

Steps

1. Read through your paper, paragraph by paragraph. Next to each paragraph in the margin, write—using only key words and phrases—a brief summary of that particular paragraph.
2. If it is difficult for you to write a concise summary for certain paragraphs, it may mean that you have focused on too many ideas in each of those paragraphs.
3. After you have determined which paragraphs are focused and which are unfocused (i.e. contain more than one main idea), think about how you will make the unfocused paragraphs more on target. Is there a point in the paragraph where you can simply break it up? Do you need to move certain ideas to another paragraph where they would be more appropriate? Are certain ideas even necessary in your paper?
4. Once you feel secure in each paragraph's focus, update your original gloss so that it accurately reflects the contents of each paragraph.
5. Looking at your gloss, think about the order of your paragraphs. Is there logic behind their arrangement? Try explaining to yourself verbally or through writing the reasoning behind your organization.
6. If you find there really is not sufficient logic behind your organization, ask yourself the following: what would make the most sense for the reader to know first, second, third, etc. in order to clearly understand my purpose and message in writing this paper? This organization may also depend on the nature and requirements of the assignment.
7. Experiment with rearranging your paragraphs, either by using the "cut and paste" function on your computer, or by literally cutting your paper up with scissors, paragraph by paragraph.
8. Once you have settled on a new organization/structure, perform another gloss to make certain the paragraphs are arranged logically.

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The College of Saint Rose, 2009 Designed by Jaclyn Amoroso