

# MAKING ORGANIZATION OBVIOUS

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Make a document easy for your reader to navigate

## **Through Formatting**

- Headings and titles

  - Visually distinct

  - Parallel (in appearance and grammar)

- Headers and footers

## **Through Overviews**

- Table of contents

- Lists of tables and figures

- Introduction

- Abstract(s)

- Executive summary

- Closing summary

- Index

## **Within Paragraphs and Sections**

- Transitions

  - Transitional words and phrases

  - Repetition of key words

- Topic sentences