

Planning is the first step in composing a message.	10
Plans should include a goal, what you want to get done.	21
It also should include a list of the points you will use to	35
convince the reader of your point of view or of the action	46
you want taken. The list should be arranged in logical	56
sequence.	60

The major idea behind your topic sentence is the	10
goal. The topic sentence is often stated first, followed	21
next by facts and ideas that support it. You may instead	33
decide to work up to the main idea at the end. In either	45
case, you itemize the information and tie it to the main	56
thought.	58