

Choosing an Organizational Structure

The following are some logical organizational structures that are each particularly suited to specific kinds of information:

- **Order of location** groups information according to shared locations (states, regions, etc.)
- **Chronological order** present information in the order in which it happened.
- A **problem/solution** structure begins with the problem and then discusses how the problem was solved.
- **Inverted pyramid** structure begins with the most important information and proceeds in order of decreasing importance.
- **Deductive order** begins with a generalization (i.e., a theme, a point, etc.) and then supports the generalization with specifics.
- **Inductive order** begins with specifics and leads the reader to a generalization about the information.
- **Priority sequence** ranks information in order from the most important to the least important.

What are you writing about?

Which organizational structure do you think is most suited to your information? Why?