

ORGANIZATIONAL TOOLS — FULL DETAILED TEMPLATES

1. REVIEW OUTLINE WORKSHEET (Full Template)

A pre-writing organizer to plan the entire review before drafting.

SECTION 1: BOOK INFORMATION

Fillable Fields:

- Title: _____
 - Author: _____
 - Genre: _____
 - Publication Year: _____
-

SECTION 2: PURPOSE OF REVIEW

(Why are you writing this? Who is the audience?)

- Purpose: _____
- Audience: _____

Example:

- “To evaluate the book’s themes for a high school assignment.”
-

SECTION 3: SUMMARY PLANNING

Instructions: List only key events or ideas that will appear in your summary. Avoid full plot detail.

A. Main Characters

- Protagonist: _____
- Important characters: _____

B. Setting

- Time: _____
- Place: _____

C. Main Conflict / Central Argument (Nonfiction)

- _____

D. Key Events (3–5 bullets)

1. _____
2. _____
3. _____
4. _____

E. Excluded Details (to avoid over-summarizing)

- _____
- _____

Example:

- “Exclude minor subplots or side characters not relevant to evaluation.”
-

SECTION 4: EVALUATION POINTS IDENTIFICATION

Choose **3–5 areas** you will analyze.

Categories (check the ones you choose):

- Characters
- Themes
- Plot / Structure
- Pacing
- Writing style
- Setting / World-building
- Accuracy (nonfiction)
- Use of evidence (nonfiction)
- Author’s argument (nonfiction)

List your evaluation points + why they matter:

1. _____
 - Why this point matters: _____
2. _____

- Why this point matters: _____

3. _____

SECTION 5: EVIDENCE COLLECTION TABLE

List quotes, scenes, or examples to support your evaluation.

Evaluation Point	Evidence (Quote/Event)	Page #	Explanation
Characterization	“_____”	____	Shows growth/weakness
Theme	_____	____	Connects to thesis
Style	_____	____	Showcases voice

SECTION 6: RECOMMENDATION DEVELOPMENT

Prompts:

- Who is the book best for?
- What type of reader would or wouldn't enjoy it?
- How strongly do you recommend it?

Fillable:

- Ideal audience: _____
- Strengths to emphasize: _____
- Weaknesses to mention: _____
- Final recommendation statement (1–2 sentences):

CHECKLIST

- Summary points chosen
 - Evaluation points selected
 - Evidence collected
 - Recommendation notes prepared
-

2. PARAGRAPH PLANNING GUIDE (Full Template)

A structured tool for planning each paragraph of the review.

INSTRUCTIONS

Use one page *per paragraph*. Fill in each box before writing.

PARAGRAPH #: _____

(Example: "Evaluation Paragraph 1: Characters")

1. TOPIC SENTENCE

(What is the main point of this paragraph?)

- _____

Examples:

- "One of the novel's strongest elements is its detailed characterization."
 - "The author's use of evidence makes the argument highly convincing."
-

2. SUPPORTING EVIDENCE

Quote or Example:

- " _____ "

Page Number:

- p. ____

Why This Evidence?

- _____
-

3. ANALYSIS OF EVIDENCE

(Explain how the evidence supports your point. This is the most important part.)

- _____

- _____
- _____

4. CONNECTION TO THESIS

(How does this paragraph support your overall argument?)

- _____

5. TRANSITION SENTENCE

Purpose: smoothly move into the next paragraph.

Sentence Starter Options:

- “In addition to this strength...”
- “However, the pacing weakens as the story progresses...”
- “Beyond character development, the author also succeeds in...”

Your Transition:

- _____

CHECKLIST

- Clear topic sentence
- At least one piece of evidence
- Evidence explained
- Connected to thesis
- Smooth transition

3. SUMMARY–EVALUATION BALANCE CALCULATOR (Full Template)

A tool to ensure your review has the correct ratio of **summary vs. evaluation**.

Recommended ratio:

- **Summary: 20–30%**

- **Evaluation: 70–80%**

STEP 1 — PARAGRAPH BREAKDOWN

List each paragraph and classify:

Paragraph # Purpose Summary or Evaluation? Notes

Intro	Overview	Mixed	~20% summary
1	Summary	Summary	Too long?
2	Eval	Evaluation	Good balance
3	Eval	Evaluation	—

STEP 2 — WORD COUNT TABLE

Fill this in after drafting.

Paragraph Word Count Summary Words Evaluation Words

Intro	—	—	—
Summary	—	—	—
Eval 1	—	—	—
Eval 2	—	—	—

STEP 3 — CALCULATE RATIOS

Formula:

- $\text{Summary \%} = \text{Total Summary Words} \div \text{Total Words}$
- $\text{Evaluation \%} = \text{Total Evaluation Words} \div \text{Total Words}$

Fillable:

- Total Words: _____
- Total Summary Words: _____
- Summary Percentage: _____%
- Evaluation Percentage: _____%

STEP 4 — VISUAL BAR (Manual Fill)

Draw or shade a bar:

SUMMARY  (20–30%)

EVALUATION  (70–80%)

STEP 5 — ADJUSTMENT RECOMMENDATIONS

Based on your results:

If Summary > 30%:

- Condense plot description
- Remove minor events
- Shift focus to analysis
- Add more evaluation paragraphs

If Evaluation < 70%:

- Add quotes/examples
 - Expand analysis
 - Clarify your critique
-

CHECKLIST

- Summary within 20–30%
 - Evaluation within 70–80%
 - Balanced paragraphs
-
-

4. TRANSITION PHRASE BANK (Full Template)

A categorized list of transitions to create smooth, professional flow.

CATEGORY 1: Summary → Evaluation Transitions

- “While the summary outlines the basic events, the real strength of the book lies in...”
 - “More importantly, the significance of these events becomes clear when examining...”
 - “Beyond the plot, the author succeeds in...”
 - “These events set the stage for analyzing...”
-

CATEGORY 2: Between Evaluation Points

(Use when shifting between different analytical areas.)

Characters → Plot

- “Although the characters are compelling, the plot sometimes struggles with pacing.”

Plot → Themes

- “In addition to plot development, the novel explores significant themes such as...”

Themes → Writing Style

- “These themes are reinforced by the author’s distinctive writing style.”
-

CATEGORY 3: Evaluation → Recommendation

- “Despite these weaknesses, the novel ultimately succeeds because...”
 - “For readers who appreciate ___, this book will be particularly appealing.”
 - “Considering these strengths, the book is well-suited for...”
-

CATEGORY 4: Conclusion Transitions

- “In conclusion...”
 - “Ultimately...”
 - “Taken together...”
 - “Overall, the book offers...”
 - “By the end of the work...”
-

CATEGORY 5: Advanced Academic Transitions

- “This suggests that...”

- “This reveals a deeper pattern...”
- “This perspective aligns with...”
- “Conversely...”
- “In contrast...”
- “Consequently...”
- “Moreover...”
- “Furthermore...”

CHECKLIST

- At least one transition per paragraph
- Logical flow between ideas
- Combination of basic and advanced transitions