

The title "Writing to Inform" is centered on a large sheet of lined paper. The paper is surrounded by school supplies: a green notebook, a silver pen, a yellow pencil with a pink eraser, a blue spiral notebook with drawings of a butterfly and the word "hello", and an orange and white marker.



This icon indicates that the slide contains activities created in Flash. These activities are not editable.



This icon indicates that a slide contains audio.



This icon indicates coverage of the Language Standards.



This icon indicates that a worksheet accompanies the slide.



This icon indicates teacher's notes in the Notes field.



This icon indicates an opportunity for collaboration or group work.

College and Career Readiness Standards for Writing:

2. Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.



The Writing Process

P

D

E

R

Publishing

When composing a piece of informative writing, it is important to follow the steps of the writing process.

Press on the steps to learn more about each one.

Press **start** to begin.

start





What is an informative text? Can you think of any informative texts that you encounter on a daily basis?

Informative texts explain a topic or subject to the audience. They can also be intended to persuade or entertain.

Some examples of non-fiction texts are:

- newspapers
- magazines
- biographies and autobiographies
- speeches
- book and movie reviews.





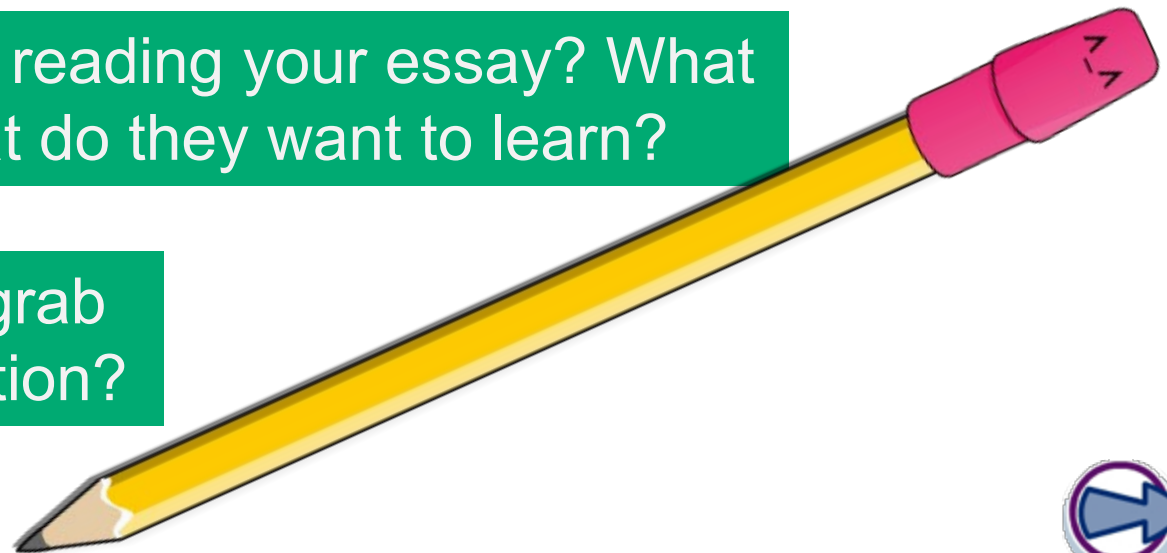
Before you begin drafting your essay, it is important to consider your audience. Ask yourself:

How much does the audience know about the subject?

What aspects of your subject (background information, jargon, etc.) will you have to explain to your audience?

Why is your audience reading your essay? What is their purpose? What do they want to learn?

What can you say to grab your audience's attention?



A **topic sentence** expresses the main idea of a paragraph. A topic sentence usually occurs at the beginning of a paragraph and previews the direction the paragraph will take.

Topic sentences should contain a **topic** and a **controlling idea**. The topic refers back to main idea of the essay and the controlling idea elaborates on the topic.

For example, the main idea of an essay is what makes an effective teacher. The topic sentence of a paragraph is:

“An effective teacher must possess certain characteristics.”

“effective teacher”
is the topic

“certain characteristics”
is the controlling idea.

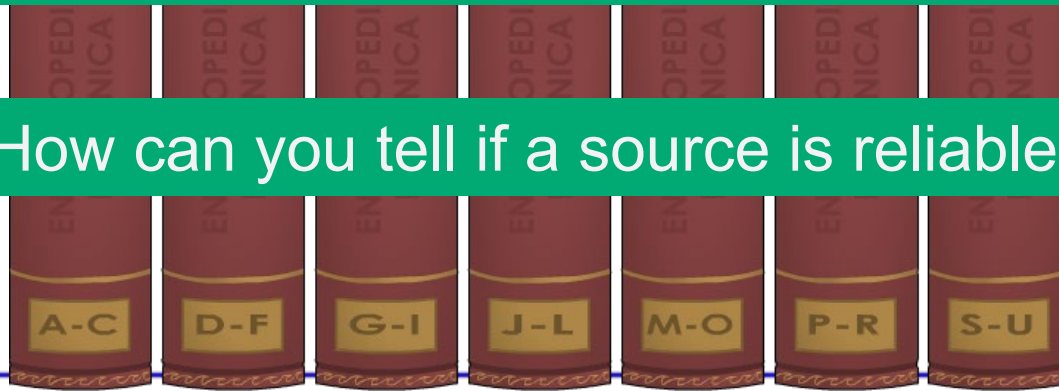


Supporting details are examples, facts, statistics, quotations and definitions that support your main idea.

It is important to use **relevant details** from **reliable sources** that directly refer to your main idea. Supporting details strengthen your writing and make it more thorough and informative.

What sources can you use to find relevant and reliable supporting details?

How can you tell if a source is reliable?



It is important to use only sources that are reliable and relevant. Look for sources that have a known author, such as books, magazines and reputable websites. Try to avoid Internet sites with multiple contributing authors, such as wikis.

Press on the questions to see more about how to determine if your source is reliable or not.

Press **start** to begin.

start





A good piece of writing should end with a strong conclusion. It is important to leave your audience with a lasting impression.

In your conclusion, you do not want to simply summarize every point you made in your essay, but rather bring all of the ideas together to answer these questions:

What does all of this mean?

Why is this topic important?



Once you have outlined your main ideas and the supporting details, you will need to decide on how to structure your essay. There are many different structures to choose from.

Can you match each structure to its description?

Press **start** to begin.

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Once you have researched your topic, you will need to organize the information you have gathered. Decide what is relevant to your main idea, and what is not.

An effective way to organize ideas and supporting details is to create an outline.

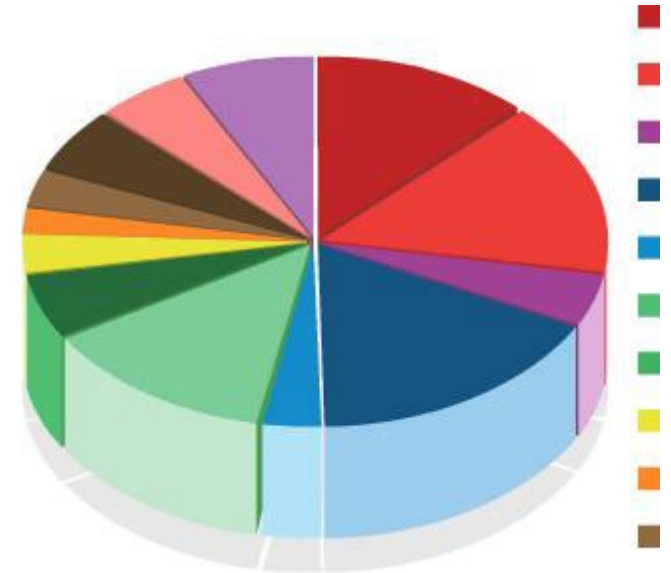
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Depending on the purpose and structure of your writing, you may want to include supplementary materials to enhance your writing. This can be done by including:

- photographs – depicting events or people mentioned in your writing
- graphs or charts – to support the data mentioned in your writing
- graphics – to represent key ideas in a visual format
- headings and subheadings – to categorize information and draw attention to main ideas.



One way to make sure your writing flows nicely throughout your paper is to include transitions. Look over the examples of transitions below.

for example

for instance

furthermore

consequently

in addition

to begin with

in regards to

however

in fact

hence

in other words

similarly

lastly

thus

finally

clearly

Can you think of any others?

Transitions are an important part of a well-written paper. They help guide the reader between points. Read this paragraph and then add in transition words to make it flow better.

Press **start** to begin.

start





As with all types of writing, informative writing requires proofreading and revisions before it is ready to publish. Check off each step of editing and revising on this list to help you improve your essay.

Press **start** to begin.

start

