



INFORMATIVE/
EXPLANATORY
WRITING ORGANIZER

Title: _____

By: _____

Informative/explanatory writing is designed to provide your audience with information or to clearly explain ideas. This organizer will help you write a five-paragraph essay in a logical and sequential manner.

WRITING PROCESS CHECKLIST

STEP
1

Prewriting

- Use an organizer and brainstorm key words and ideas about your writing topic. Write everything down that comes to mind. Keep your ideas organized.

STEP
2

Rough Draft

- Find a quiet place to write. Use your ideas from the prewriting stage to help you. Don't worry about writing everything perfectly on your first try.

STEP
3

Revising

- Reread your rough draft. If there is something you don't want, take it out. If you forgot something, add it. Make sure your details are specific and clear. Is your essay written in an order that makes sense? If you had a peer conference with a classmate have the student write his or her initials and the date on the lines below.

Initials

Date

STEP
4

Editing

- Check spelling, punctuation, capitalization, and grammar. Make sure each sentence begins with a capital letter and ends with correct punctuation. Make sure your essay makes sense.

STEP
5

Publishing

- It's time to publish! Use your best handwriting or type your informative/explanatory essay using a computer. Give your essay a title. To make your piece more interesting, add pictures or diagrams.



HELPFUL HINTS

Interesting Leads

A question

- Did you know that there are seven species of sea lion in the world?
- Why do so many people vacation in Florida?

A fact

- Many people believe there is only one category of sea lion. However, there are actually seven species of sea lion in the world.
- Over 75 million people visit Florida each year.

A quote

- "Sea lions are perfectly designed for life in the ocean," according to marine biologist Robert Smith.
- "Florida is warm and sunny in the summertime, which is how the state earns its nickname of the Sunshine State," explains travel agent Sarah Morgan.

A description

- A torpedo-shaped body, a wing-shaped foot, and a face full of whiskers are all features of the sea lion.
- Over 1,000 miles of coastline, white sandy beaches, and warm breezes help make Florida a popular vacation destination.

Strong Closings

A question

- Now that you know about the different species of sea lion, which one is your favorite?
- Florida has so much to offer. Would you like to visit the state?

Advice

- Head to the nearest aquarium for an up-close look at the majestic sea lion.
- Don't just take my word for it. Go to your local travel agency, and pick up a Florida travel brochure today.

A call to action

- Help raise awareness about the importance of keeping the sea lions' ocean habitat clean.
- Book your tickets and head to Florida right away!

A summary

- In summary, sea lions are intelligent animals whose bodies are well adapted to life along seacoasts. However, pollution and competition with humans for food are the greatest threats to their survival.
- To summarize, Florida offers something for everyone.

Punctuation Reminders

Punctuation

- Igneous rocks get their name from the Latin word for fire.
- It is estimated that there are 500,000 detectable earthquakes in the world each year. That's a lot of shaking!
- Why is soccer the most-played sport in the world?

Commas

- Asian elephants are herbivores, stay in herds, and live up to 60 years.
- Before they hibernate, chipmunks store plenty of food for the long winter.

Quotation Marks

- Historian Naya Morales explains, "Thomas Edison was a great American inventor."

Apostrophes

- Los Angeles isn't California's most-visited city; it's San Francisco.

INFORMATIVE/EXPLANATORY ESSAY GUIDE

Introduction: Paragraph 1

The introduction consists of an interesting lead, a topic sentence that states your thesis, three facts supporting the thesis statement, and a concluding sentence that rephrases the thesis statement.

Begin with a sentence that grabs the attention of your audience.

Write your thesis statement.

Write three facts supporting the thesis statement.

Fact 1 Fact 2 Fact 3

Conclude with a sentence that rephrases the thesis statement.

Body: Paragraphs 2, 3, and 4

Paragraphs 2, 3, and 4 consist of the three facts you mentioned in the introduction. Each paragraph focuses on one fact and provides important information and vocabulary related to the topic. At the end of each paragraph, write a sentence that transitions to the idea in the next paragraph.

Paragraph 2

Restate the first fact from your introduction.

Record three details that provide more information or explain the first fact.

Supporting Detail 1 Supporting Detail 2 Supporting Detail 3

Conclude with a sentence that rephrases the first fact and introduces the second fact.

Paragraph 3

Restate the second fact from your introduction.

Record three details that provide more information or explain the second fact.

Supporting Detail 1 Supporting Detail 2 Supporting Detail 3

Conclude with a sentence that rephrases the second fact and introduces the third fact.

Paragraph 4

Restate the third fact from your introduction.

Record three details that provide more information or explain the third fact.

Supporting Detail 1 Supporting Detail 2 Supporting Detail 3

Conclude with a sentence that rephrases the third fact and introduces the conclusion.

Conclusion: Paragraph 5

Summarize the thesis statement and the three facts from your introduction.

Conclude with a strong closing sentence and leave your reader with a feeling or question.

Linking/Transition Words and Phrases

First	Although
Second	Finally
Next	Last
Also	To begin with
Furthermore	For instance
Because	In contrast
Therefore	In other words
Eventually	As a result
Besides	In fact
Additionally	As an illustration
And	For example
Another	In addition
But	Especially
However	Equally important

Important Vocabulary

Facts

Supporting Details

1.

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2.

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3.

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INFORMATIVE/EXPLANATORY ESSAY ORGANIZER

Introduction: Paragraph 1

Interesting Lead

Thesis

Fact 1

Fact 2

Fact 3

Body: Paragraph 2

Restate Fact 1

Supporting Detail 1

Supporting Detail 2

Supporting Detail 3

Body: Paragraph 3

Restate Fact 2

Supporting Detail 1

Supporting Detail 2

Supporting Detail 3

Body: Paragraph 4

Restate Fact 3

Supporting Detail 1

Supporting Detail 2

Supporting Detail 3

Conclusion: Paragraph 5

Rephrase Thesis

Rephrase Facts

Closing Sentence



INFORMATIVE/EXPLANATORY ROUGH DRAFT

A series of horizontal lines for writing, consisting of 20 evenly spaced lines that fill the majority of the page below the title banner.