

Informative Writing

Essay Writing

Elements of Informative Writing

What is Informative Writing?

- The terms explanatory and informative writing can be used interchangeably.
- Informative writing is **nonfiction** writing about a topic that provides **facts** and **information**.



Purpose

- The purpose of informational writing is to inform or explain something to the readers and increase their knowledge.
- Through informative writing, you can:
 - Provide new knowledge
 - Explain a process
 - Provide an explanation of why
 - And more!

Informational vs. Argument Writing

Informational Writing

- Includes facts and information
- The purpose is to inform the audience
- Maintains an objective tone about the topic

Argument Writing

- Includes facts and information
- The purpose is to convince the audience
- Maintains a subjective tone about the topic

Informational vs. Narrative Writing

Informational Writing

- Nonfiction writing
- The purpose is to inform the audience

Narrative Writing

- Fiction writing
- The purpose is to entertain the audience

Writing Informative Essays

Your informative essay will need to:

- Include a topic
- Maintain an objective tone
- Have a formal style
- Include precise words
- Include transitions

Topic

- The topic of your essay is what the essay is primarily about.
- If you are writing a how to essay about making a peanut butter and jelly sandwich, your topic is about how to make a peanut butter and jelly sandwich.



Tone

- **Tone:** the author's attitude toward the topic.
- Informational essays must be written with an **objective** tone.
- The writer cannot insert any personal opinions, beliefs, or bias.



Formal Style

- To write with a formal style, avoid using slang and contractions.
- Also, write in third person (this means no I, you, me, us, or we).



Precise Words

- You will want to use precise words in your essay.
- This means you will want to use words (and also explain those words to your audience) that relate to your topic.
- If you are writing about recycling, you might want to use words like “reduce,” “reuse,” and “renewable.”

Transitions

- Writing with appropriate and varied transitions will help clarify information for your audience.
- Use transitions to **sequence** ideas:
 - First, second, third
 - First of all, secondly, thirdly
 - To begin with, next, another
- Use transitions to give **examples**:
 - Particularly
 - For example
 - For instance
 - Specifically

Transitions

- Use transitions to **compare** ideas:
 - Similarly
 - Likewise
 - In a similar manner
- Use transitions to **contrast** ideas:
 - In contrast
 - On the contrary
 - However
 - Although
 - Nevertheless

Transitions

- Use transitions to show **cause and effect**:
 - Since
 - Then
 - Because
 - Therefore
 - Consequently
 - Thus
- Use transitions to **conclude** ideas:
 - In conclusion
 - In summary
 - Altogether
 - All in all

Writing an Informative Essay

The Writing Process

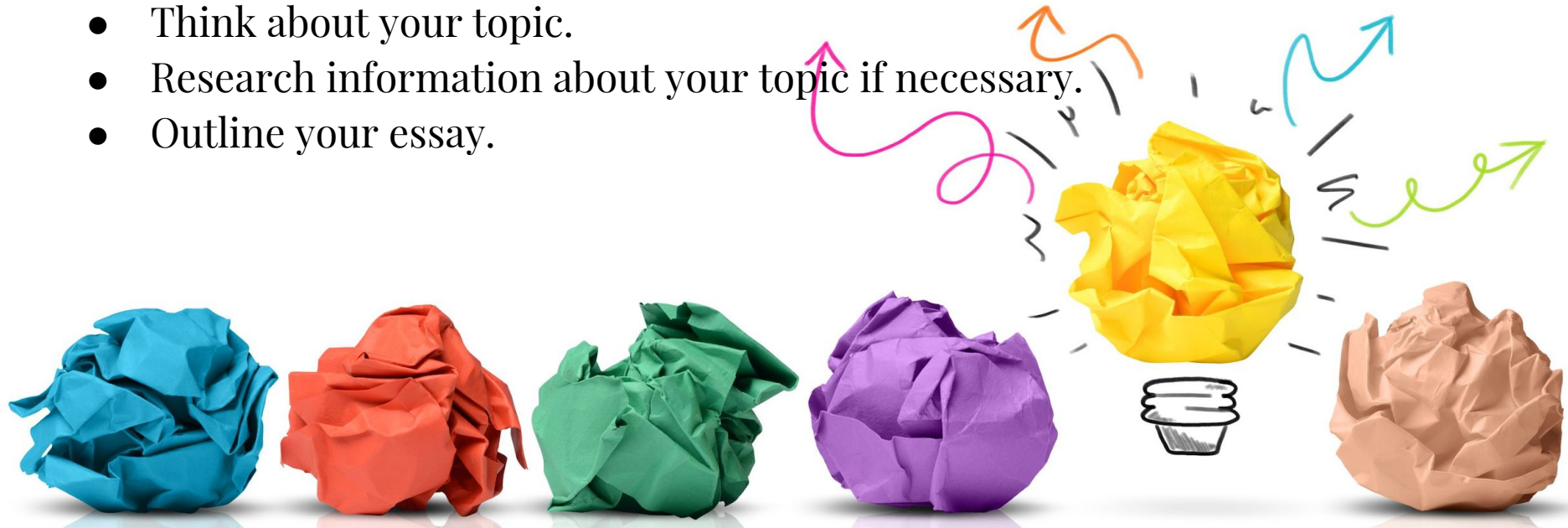
Follow these steps for your essay:

- Prewriting
- Drafting
- Revising
- Editing
- Publishing



Prewriting

- Brainstorm!
 - Think about your topic and what you want to explain about your topic.
 - You may need to do some research to come up with your concrete and supporting details.
- Think about your topic.
- Research information about your topic if necessary.
- Outline your essay.



Drafting

- Write down your ideas.
- Using all of the materials from the brainstorming process, get to work writing your first draft.
- You can always go back and edit and revise your writing.
- The key is to get your thoughts and the information onto the paper.
- Create a working draft (a working draft is a draft that is in progress).

Revising

- Read your draft aloud.
- Type your working draft into a translate program and have it read back to you.
- Participate in peer editing.
- Have as many people read your draft as possible.



Editing

- Review all of your draft's feedback.
- Revise and change your paper as you see fit.
- Revise your narrative to improve its quality and content.
- Read your revised draft aloud.



Publishing

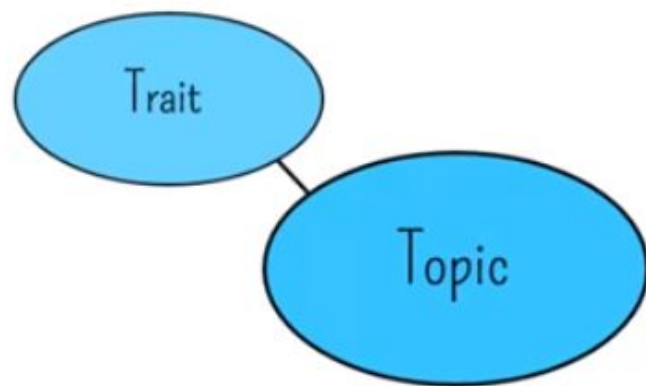
- Prepare the final draft of your informational essay.
- Submit your final draft.

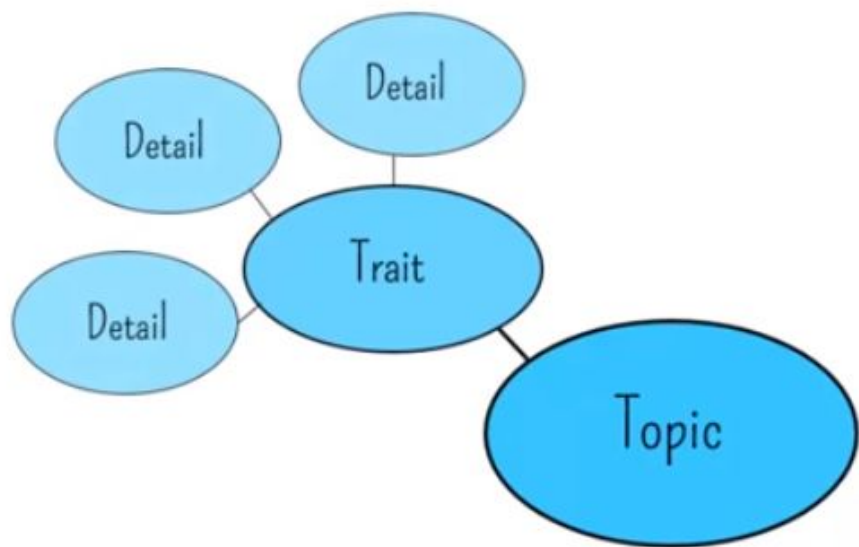


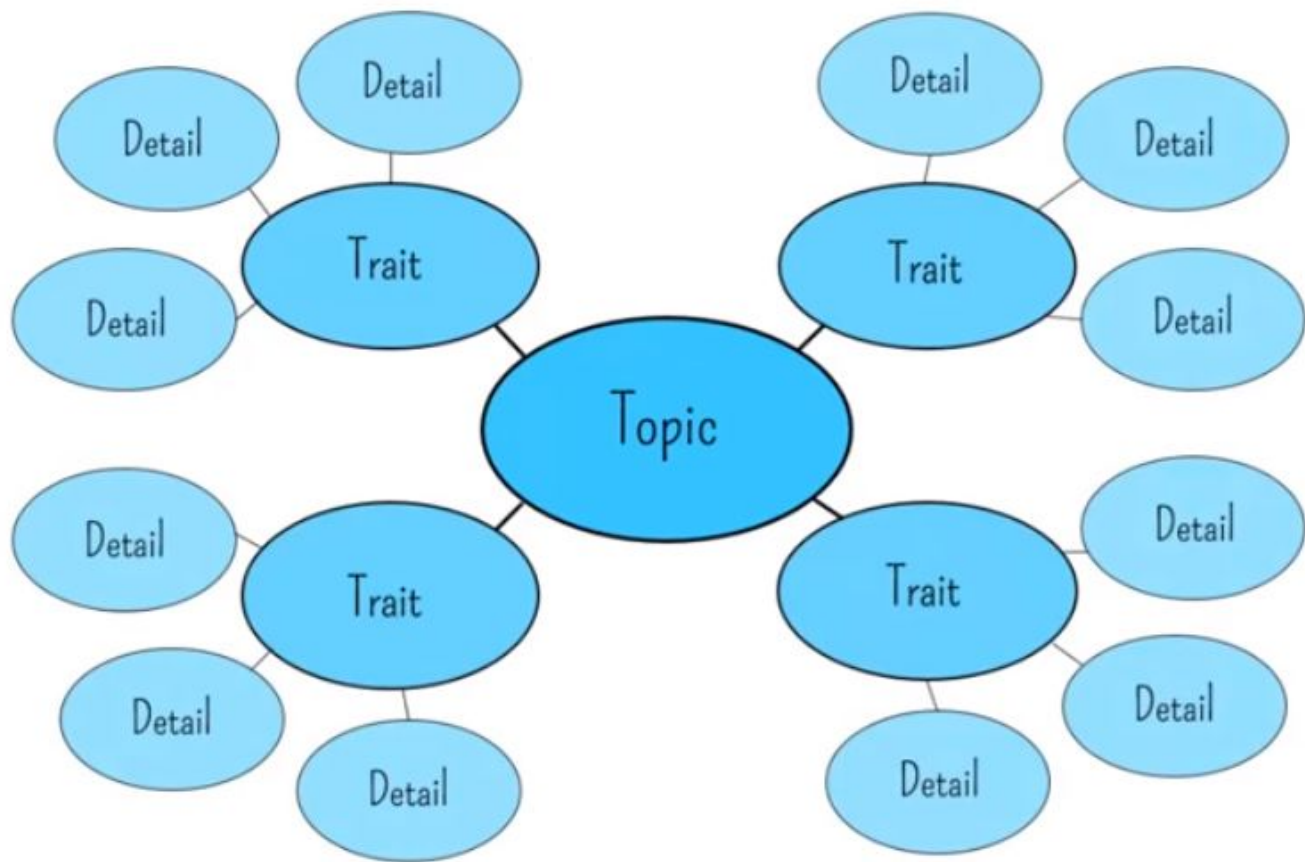
Organizing Informational Texts

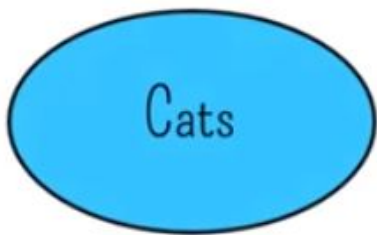


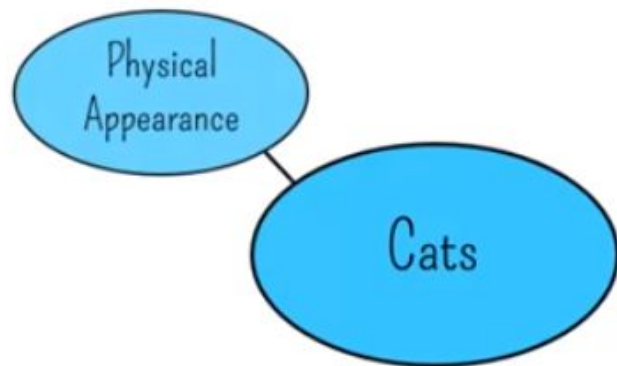
Topic

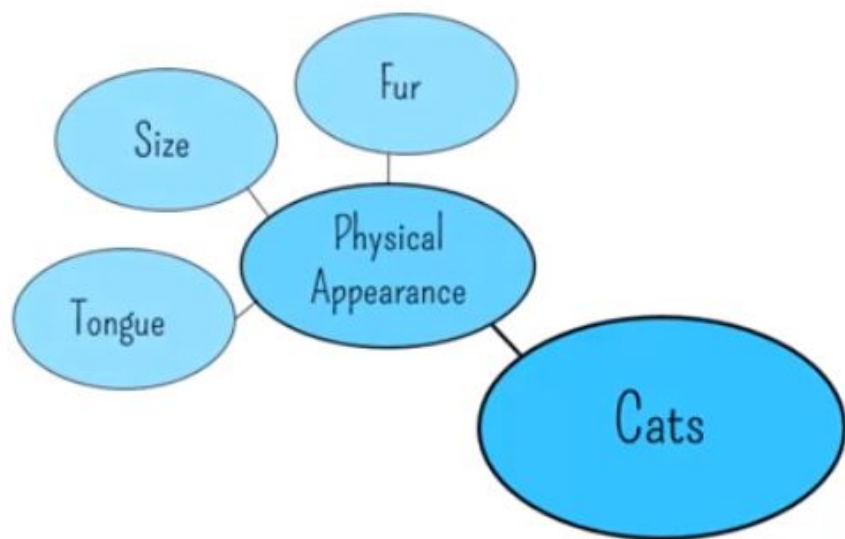


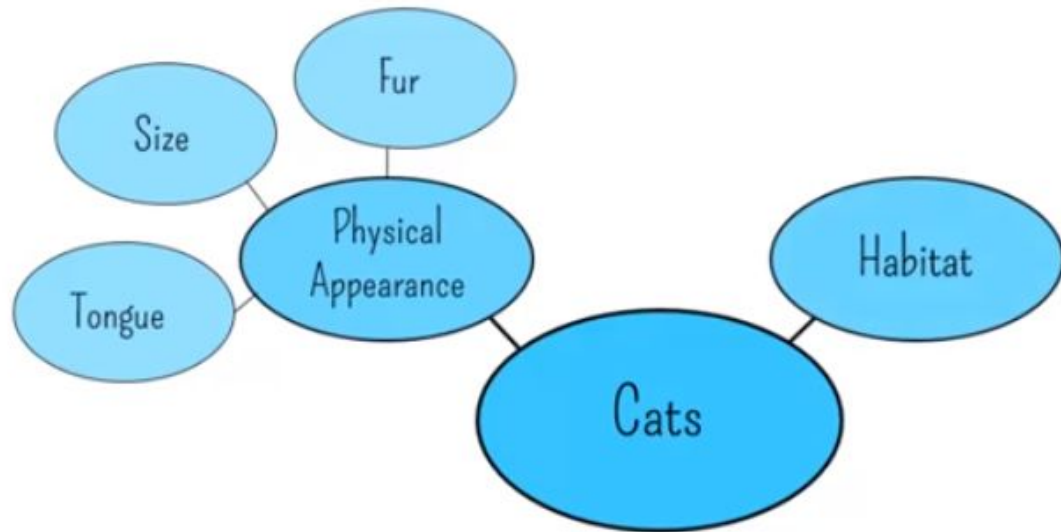


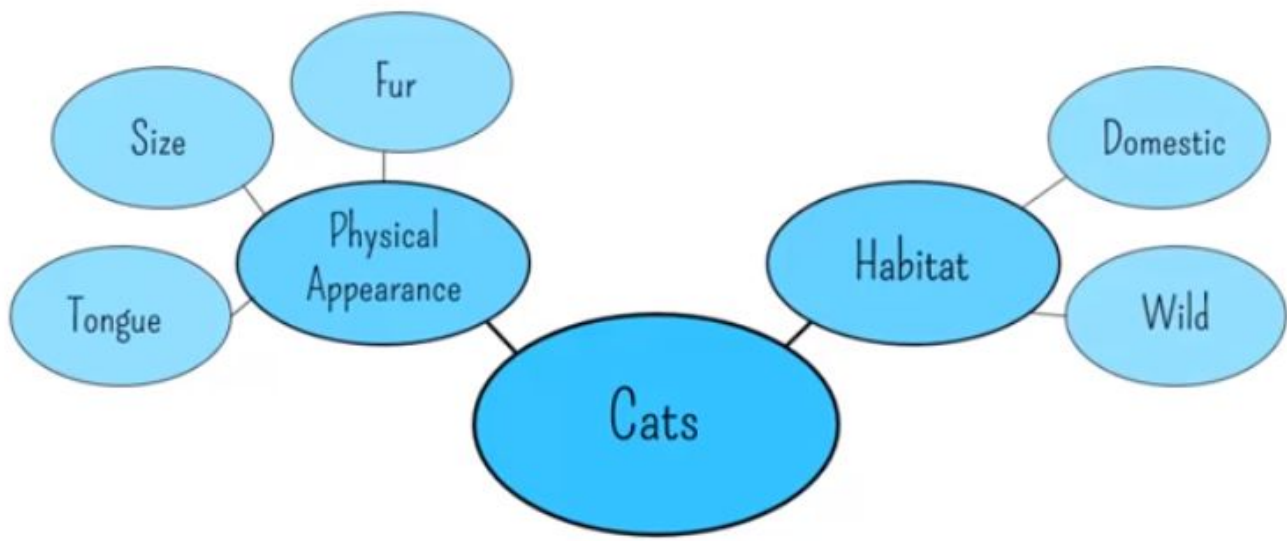


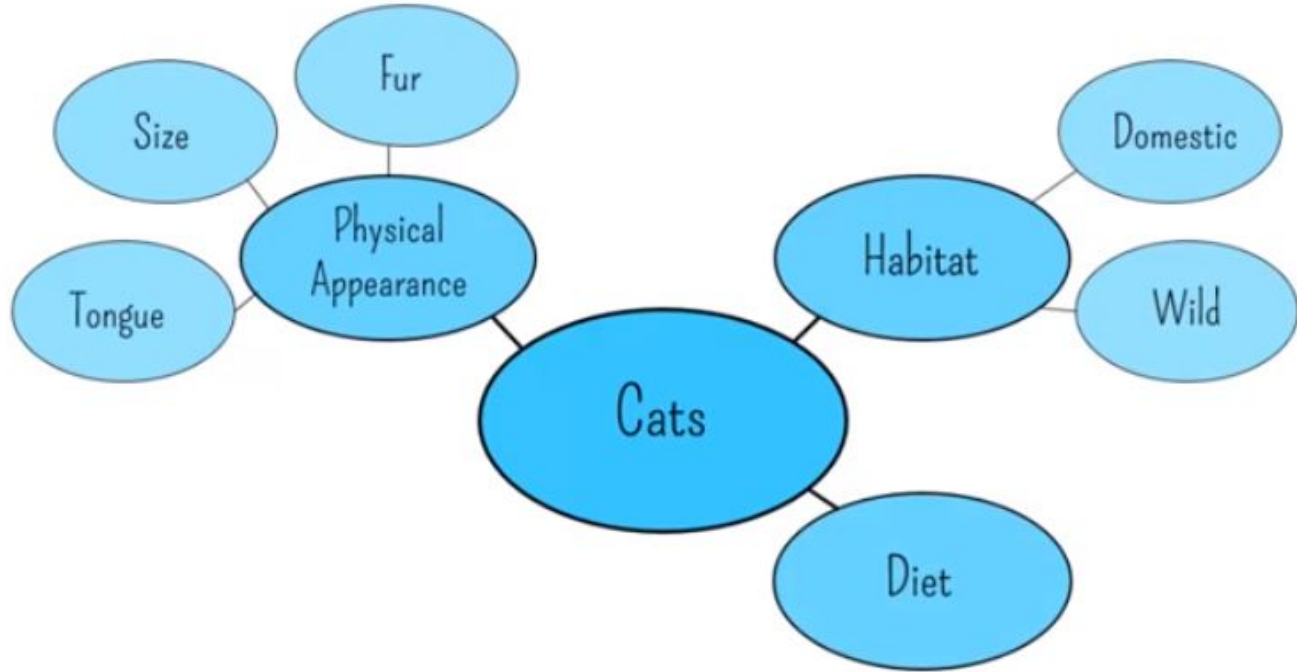












Practice

1. Select an article.
2. Read the article with your group.
3. Chart out the main idea, topics, and subtopics.
4. Answer the questions that align with your article.