



## Informative/Explanatory Essay Writing: Grade 11-12

Name: \_\_\_\_\_ Assignment: \_\_\_\_\_ Due: \_\_\_\_\_

- A: Introduce topic or thesis statement
- B: Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a unified whole
- C: Include formatting when it aids comprehension
  - headings, indents, spacing, graphics
  - figures, tables, multimedia
- D: Develop topic with the most significant, and relevant...
  - facts
  - extended definitions,
  - concrete details,
  - quotations,
  - other information and examples appropriate to audience's knowledge.
- E: Use varied transitions and syntax to link major sections of text, create cohesion, and clarify relationships among ideas and concepts
- F: Use precise language and domain-specific vocabulary and other techniques such as metaphor, simile, and analogy
- G: Establish and maintain a formal style and objective tone
- H: Provide a concluding statement/section that follows from and supports the information or explanation.
- I: Gather information from multiple sources
  - Assess sources for relevancy and validity
  - Avoid plagiarism
  - Cite sources, including footnotes and endnotes, following standard citation format
- J: Use correct punctuation
- K: Spell correctly