**Informative/Explanatory Essay Writing:**

**Grade 9-10**

A: Introduce topic or thesis statement

B: Organize complex ideas, concepts, and information to make important connections and distinctions

C: Include formatting when it aids comprehension

* headings, indents, spacing, graphics
* figures, tables, multimedia

D: Develop topic with well-chosen, relevant, and sufficient

* facts
* extended definitions,
* concrete details,
* quotations,
* or other information and examples appropriate to audience’s knowledge.

E: Use varied transitions to clarify relationships among ideas and concepts

F. Use precise language and domain-specific vocabulary

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.

1. 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

**Informative/Explanatory Essay Writing:**

**Grade 11-12**

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 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.

1. 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