 **Informational Writing**

**Informative/Explanatory writing seeks to accurately convey information.**

**It is used to inform or explain something to the reading audience.**

C:\Users\stacyrags\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\P1A9C4VH\MC900441902[1].wmfWhen you write to inform, you are explaining or informing the reader about facts.  It

answers the basic questions: **Who?  What?  When?  Where?  When?  Why? How?**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwi2teGkiPLRAhWl24MKHTWDC7UQjRwIBw&url=https://lawschooli.com/what-order-should-i-work-through-lsat-logical-reasoning-section/&psig=AFQjCNHvBeN-8M7cwyHTrgUHsdnfyDxKOw&ust=1486147293931060) When writing to inform, give information in a **logical order.** The writer can

explain a process of how to do something or tell events in **sequence or time order**. When

writing about a process you can use signal words such as: **first, second, third, finally, to begin,**

**to continue, afterward,** **to finish, start by, next, then, and last.**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjCi5GIiPLRAhUj_4MKHa65DbQQjRwIBw&url=https://www.tes.com/lessons/PtnWcFBFqyxSrQ/compare-and-contrast&psig=AFQjCNG-HnYFU594xtuD-AxJLnY8R5w_lA&ust=1486146776918682) When writing to inform, the writer can **compare and contrast** two subjects.  They are telling how the two subjects are similar and different. Signal words for similarities are: **both, similarly, likewise, same, and, also,** etc. Signal words for differences are: **however, by contrast, otherwise, different, but, and while**.

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiim5iehfLRAhUhxoMKHTvtBA4QjRwIBw&url=http://billmoyers.com/story/electoral-college-explained/&psig=AFQjCNGp5iXu-JfrvZ0WLGnMuJsCLgejIA&ust=1486146468410019) When writing to inform the writer can explain **why** something happens; how facts or events **(causes)** lead to other facts or events (**effects**). Signal words that show cause and effect are: **due to, because of, as the result of, therefore, because, so, consequently, for this reason, is caused by, if....then, leads/led to, so that, and when....then**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjLwMjoj_LRAhVC1oMKHTkaCwQQjRwIBw&url=https://michaelhyatt.com/how-to-solve-almost-any-problem.html&psig=AFQjCNG_kdtolXQAbPJv8XBSkGumsAJ1Yg&ust=1486149305098991) When writing to inform, the writer can describe a problem and present one or more solutions to that problem. Signal words for problem and solution: **solve, resolve, concluded that, fix, issue being dealt with, problem, solution, remedy, and issue**.

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=0ahUKEwju85LKiPLRAhUl4oMKHck1AMAQjRwIBw&url=http://www.tlmodelingagency.com/news/modeling-dos-and-donts/&psig=AFQjCNGNugy-lKOAyqx3IuBtohhpdx_nSQ&ust=1486147377523210) “**Dos and Don’ts” of informational writing:**

* **Don’t** write in first person
* **Do** begin with a topic sentence that grabs the reader’s attention and introduces your topic
* **Do** have a purpose to your writing
* **Do** include ONLY facts
* **Don’t** include information that is not true (fiction)
* **Do** remember who the reader will be and use appropriate language