 **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].wmf]()When 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?**

 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.**

 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**.

 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**

 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**.

 “**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