

Informative Writing Reference Sheet



Focusing

- Read the prompt.
- Think about what the prompt is asking you to do.
- Read the provided text.
- Think about key issues in the text that will help you fulfill the purpose of writing your informative essay.

Pre-writing

- Think about the task and purpose for writing.
- Think of your topic statement and supporting facts and details.
- Remember to use the text to support your ideas.
- Use a pre-writing technique (brainstorming, webbing, drawing, outlining) to plan how you will organize your ideas for the introduction, body paragraphs, and conclusion of your essay.

Drafting

- Type your essay in the text box provided.
- Be sure to choose words that create a tone appropriate to the task.

Reviewing

- Reread your response to correct any errors that interfere with your ability to communicate your ideas to the audience.

When writing my informative essay, did I...

- ☐ provide relevant information to introduce the topic?
- ☐ clearly state the topic?
- ☐ support ideas with relevant facts, details, and examples by quoting, summarizing, and/or paraphrasing?
- ☐ use text evidence to support the topic?
- ☐ maintain a clear focus?
- ☐ use words and phrases to connect ideas?
- ☐ provide a logical conclusion?