

Explanatory Writing

In this lesson you will write an **explanatory writing** that is **four** paragraphs in length. An explanatory writing is also called an **expository writing**. An explanatory writing presents information or explains how to do something that is not obvious. The author of an explanatory writing should not assume that the reader has any prior knowledge or understanding of the task or process being explained. This means that the author must use words that are very clear when discussing the task or process.

An explanatory writing is structured very similarly to many other types of writings in that it contains an introductory paragraph, a body (one or more paragraphs), and a concluding paragraph. The introductory paragraph in an explanatory writing clearly states what is about to be explained, described, or analyzed. The paragraphs of the body are arranged in the correct logical order (the necessary steps to describe or complete the task). The concluding paragraph summarizes the task or description discussed in the body of the writing. In other words, it restates the purposes of the writing.

You will now develop a four paragraph explanatory writing. Explain the process for **putting a puzzle together**.



Outlining Process

We will now begin writing your explanatory writing assignment with the outlining process. Outlining is the process where information about the writing is gathered in order to complete a rough outline and a final outline.

The entire outlining process is explained in **Appendix B**. If you need help in completing the rough outline or the final outline, use Appendix B. Whether or not you use Appendix B, you still need to complete the rough outline and the final outline.

Complete the rough outline

Rough Outline

Main topic:

Subtopic #1: _____

Details: _____

Subtopic #2: _____

Details: _____

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Complete the final outline

Final Outline

Introductory Paragraph:

Subtopic #1:

Topic Sentence:

Detail Sentences:

Ending Sentence: (written after the topic sentence and detail sentences)

Subtopic #2:

Topic Sentence:

Detail Sentences:

Ending Sentence: (written after the topic sentence and detail sentences)

Concluding Paragraph:

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Drafting Process

Complete the rough draft

So far you have spent quite a bit of time filling out the rough outline and the final outline. As a result, your final outline has all of the necessary pieces to complete your writing.

If you think of something you want to add while you are writing your rough draft, please do so. The final outline will now be used as a guide to write a rough draft.

Start by writing your **introductory paragraph**, sentences for each **subtopic** (topic sentence, detail sentences, and ending sentence), and **concluding paragraph** on the lines below.

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Edit the rough draft

It is now time to **edit** the rough draft you wrote on Day 3. Use the editing marks shown in **Appendix C** to correct any mistakes.

Do your paragraphs say what you want them to say? Do the words you chose make sense?

Look for and fix the following errors: 1) incorrectly used, misspelled, or misplaced words, 2) incorrect or missing spacing, 3) incorrect, missing, or misplaced punctuation, and 4) incorrect or missing capitalization.

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Complete the final draft

On Day 4 you edited your paragraphs. Today you will rewrite your paragraphs in their final draft form.

Read your paragraphs one more time. Do your sentences flow well from one to the other? Does your entire story make sense? Can you make it even better by adding 1) **time order words**, 2) **strong verbs**, 3) **adverbs**, 4) **exact nouns**, or 5) **descriptive adjectives**? Rewrite your edited paragraphs below.
