
Informational/ Explanatory Writing Essentials

- 1. Identify the thesis/controlling idea.**
Purpose + Subject + Your Point of View =
Controlling Idea.
- 2. List the evidence.**
What is important and interesting?
- 3. Elaborate, elaborate, elaborate.**
Include reasons, examples, facts, and/or quotes.
- 4. Organize and connect the ideas to show relationships.**
Employ transitions between key points.
- 5. Conclude the information/explanation.**
Don't repeat! Remind the reader what's important and interesting.
- 6. Maintain a formal style.**
Establish an objective, academic tone. Sound like an expert.

