

Explanation Writing Planner

<p><u>Title</u> Use a clear title that tells the reader what the explanation writing is about.</p>	
<p><u>Introduction</u> Introduce the subject / topic to your reader.</p> <p>You could also explain what some of the technical vocabulary means.</p>	
<p><u>Main Points</u> Describe and explain each point in the process.</p> <p>Remember to write the points in a logical order, with reasons why each step happens.</p> <p>You can also use paragraphs and subheadings to organise the points.</p>	
<p><u>Conclusion</u> A summary of the topic.</p> <p>If your explanation began with a question, you could summarise the answer.</p>	

Have you included the following?

<input type="checkbox"/> Diagrams, illustrations and / or charts.	<input type="checkbox"/> Present Tense	<input type="checkbox"/> Third Person
<input type="checkbox"/> Passive Voice	<input type="checkbox"/> Complex sentences	<input type="checkbox"/> Causal Language