Name & Surname: _____ Class: _____ Date: _____

Explain to Understand

Build a clear informative piece from facts to conclusion



About 40 minutes Level ★★★☆☆

Informative Writing Basics

Informative writing **examines** a topic you know well and conveys ideas, concepts, and information to an **audience**.

- **Select** only relevant facts and details that help the reader understand the topic.
- **Organize** ideas in a clear order, such as introduction, grouped facts, and conclusion.
- **Analyze** facts by explaining what they mean and how they connect, not just listing them.



Key words

informative: giving facts to explain a topic

audience: the readers of the writing

select: choose what fits best

organize: put in clear order

analyze: explain what facts mean

evidence: facts that support an idea

Task A

/4

Complete the word map for informative with your own words and ideas.

Definition (in my own words)

Characteristics

informative

Examples

how a flashlight works

Non-examples

a made-up story about a dragon

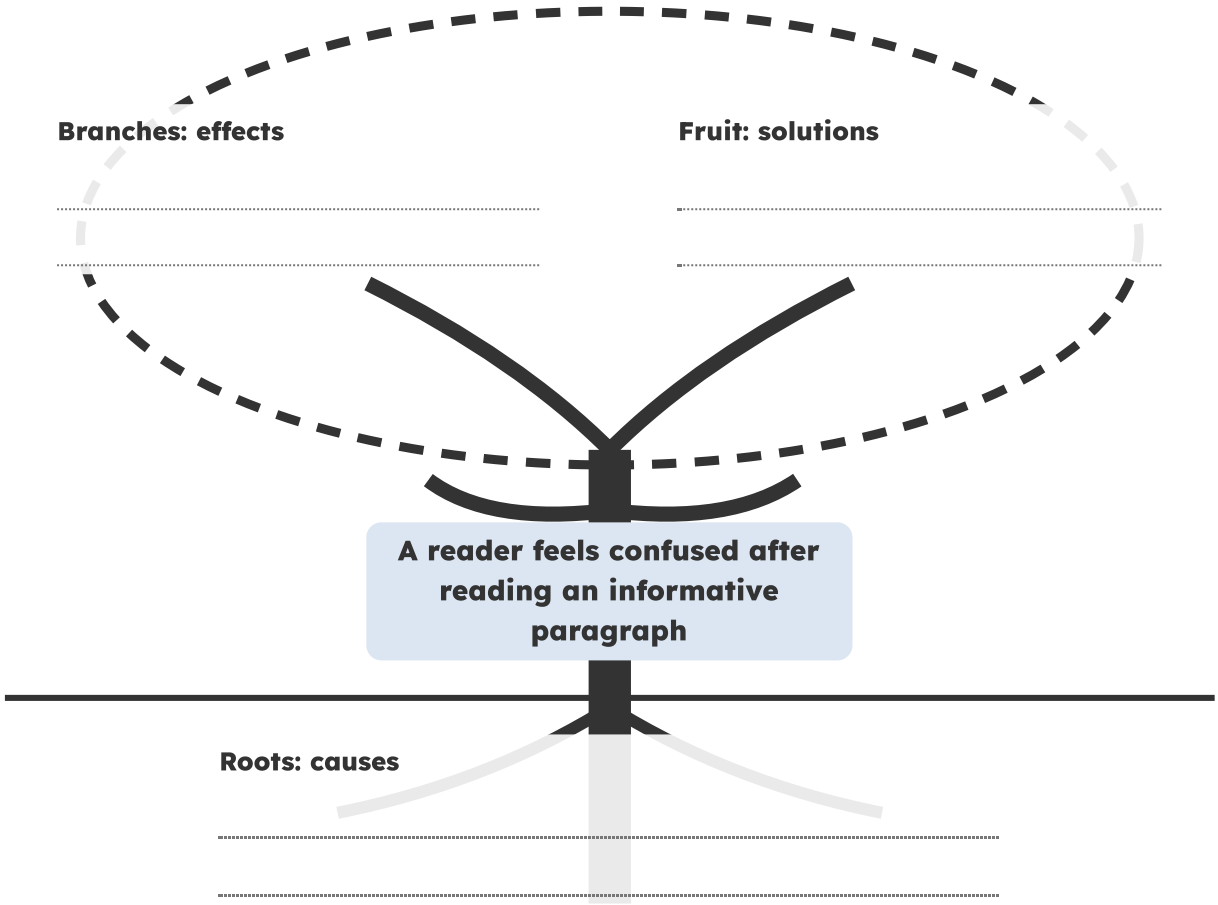
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Fix Confusing Writing

See why confused readers happen and how to fix it.

Task B

Think through this issue with causes, effects, and solutions.



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Twelve Key Moves

Fill each part of the clock with quick notes.

Task C

Add short notes to each wedge to review informative writing.



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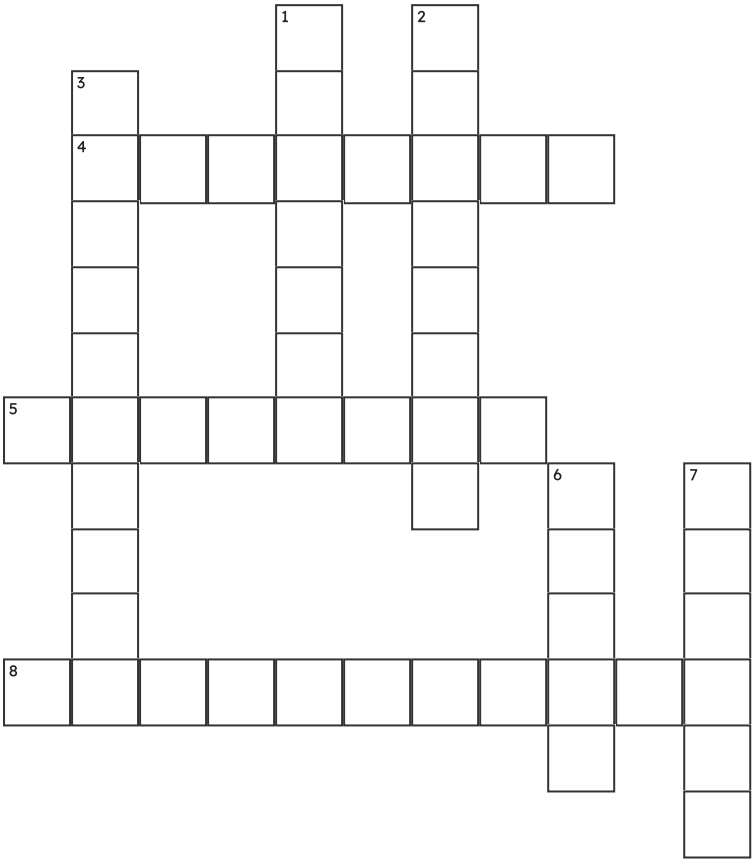
Key Terms Puzzle

Solve the clues to lock in vocabulary.

Task D

/8

Read each clue and recall the writing term.



Across

4. put ideas in clear order (8)
5. people who read your writing (8)
8. explains a topic with facts (11)

Down

1. explain what facts mean (7)
2. facts that support an idea (8)
3. final part that wraps up ideas (10)
6. subject you write about (5)
7. choose relevant facts (6)

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Sort and Check

Sort examples, then test your understanding.

↑↓ Task E

Example done for you

/5

Sort these examples into informative or not informative writing.

describes steps to grow beans | argues best video game | tells a scary story | advertises new shoes | compares two types of clouds | ~~explains how a bike brake works~~

Informative	Not Informative
explains how a bike brake works	

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Explain to Understand

Task F

Example done for you

/3

Tick the best answer to show understanding.

1. **What is the main job of informative writing?**
   - [x] To examine a topic and convey ideas and information
   - [ ] To tell a made-up adventure story
   - [ ] To argue for one opinion
2. **Which choice shows good selection of facts?**
   - [ ] A funny story with no facts
   - [ ] Keeping only relevant facts that explain the topic
   - [ ] Copying every fact found, even off-topic ones
3. **Which sentence shows analysis, not just listing?**
   - [ ] I like plants.
   - [ ] The lid blocks light, so seeds stay dark and grow taller.
   - [ ] Plants are green and nice.
4. **Which ending shows good organization for an informative text?**
   - [ ] New facts that were never explained
   - [ ] Sorry, I ran out of time.
   - [ ] A conclusion that sums up the main ideas

How did I do?

Circle a face for each line.

I can select relevant facts to explain a topic.	☹	😐	☺
I can organize ideas with a clear introduction and conclusion.	☹	😐	☺
I can analyze facts by explaining what they mean.	☹	😐	☺

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Answer sheet: Explain to Understand

Task A

Definition: Writing that gives facts and explanations to help a reader understand a topic.

Characteristics: focuses on facts, not opinions, clear organization with introduction and conclusion, explains what evidence means

Examples: how a flashlight works, why recycling helps a town

Non-examples: a made-up story about a dragon, an ad telling you to buy shoes

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Task B

Answers will vary, e.g. causes: too many off-topic facts with no grouping; effects: reader cannot explain the main idea; solutions: keep relevant facts and add linking explanations

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Task C

Answers will vary.

Task D

1 down: ANALYZE

2 down: EVIDENCE

3 down: CONCLUSION

4 across: ORGANIZE

5 across: AUDIENCE

6 down: TOPIC

7 down: SELECT

8 across: INFORMATIVE

Task E

Informative: explains how a bike brake works, compares two types of clouds, describes steps to grow beans

Not Informative: tells a scary story, argues best video game, advertises new shoes

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Task F

1. a) To examine a topic and convey ideas and information
2. b) Keeping only relevant facts that explain the topic
3. b) The lid blocks light, so seeds stay dark and grow taller.
4. c) A conclusion that sums up the main ideas

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