

## **Informative Essay Format**

### **Introduction**

- ┌ Have you used two or three sentences to tell the reader what you are going to inform them about?
- ┌ Make sure you include informative details to support your topic.
- ┌ Are your supporting details informative and related to the topic?
- ┌ Make sure your topic is stated clearly.
- ┌ Please be sure that your reader is interested in what you are trying to inform them about.

### **Body**

- ┌ Is there a paragraph for each of your 3 – 5 details?
- ┌ At the beginning of each paragraph, be sure to include the topic for that paragraph.
- ┌ You should also include details in each of your paragraphs to support the topic.
- ┌ Did you organize your essay in an order that makes sense?
- ┌ Make sure each paragraph transitions easily from one to the next.

### **Conclusion**

- ┌ In your conclusion, did you restate the topic of the informative essay?
- ┌ Did your conclusion include enough information to leave the reader satisfied and well informed?
- ┌ Did you summarize the previous paragraphs in your informative essay?

### **Overall**

- ┌ In your informative essay, have you told the reader everything that the need to know about the topic?
- ┌ Do all your paragraphs relate back to the original topic?
- ┌ Is the reader interested in what you wrote? Do they now know more about the topic than they did before reading your essay?