

Weekly Informational Writing Packet

Name _____

Week _____

You will use a research planning sheet to gather facts and data for an Informational Essay. Then you will go through the writing process to complete your informational essay.

You will go through the writing process in one week.

__ (Monday) Plan and Research

__ (Tuesday) Draft an informational essay

__ (Wednesday) Edit your informational essay

__ (Thursday) Revise one part of your informational essay

__ (Friday) Revise another part, or publish your informational essay

Write your Draft on a separate paper. Write any revisions on a separate sheet of paper.

Remember to skip a line and indent after each section of your draft.

Do not put each section on a separate sheet of paper.

Use the attached directions and checklists to ensure you have the best drafts.

Keep your planning sheets, draft and revisions in a folder.

WRITING — PLAN AN ESSAY—Monday

Choose a topic you are interested in. You are going to teach about that topic by coming up with 3 important questions someone might wonder about your topic. You will then read books, or search the internet to find an article that will answer each question. Finally, you will write down 3-5 facts from each article to include in your essay.

Name your Topic: _____

Explain what your topic is _____

Questions: What are 4 important questions someone might ask about this topic? These will become your subtopics. **Have your questions be related but different.** You will choose 3 of these questions to write about. The 4th question is a backup in case you have a difficult time finding information on one of the other questions.

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Research: Choose your best 3 questions. The last question is in case you cannot find any information on one of your other choices. It is a backup question. Use the information in the 2 weekly provided articles. You can also find a third article on your own to find more information.

Article 1 Title _____

Article 2 Title _____

Article 3 Title _____

Reading Research — Question and Facts—Monday

Read: Read each article. Find 4-5 important facts that help answer each question in the articles.

You are going to use 3 of these facts in your essay. The extra facts are just backup to give you more choice.

Hint: If you find other strong facts from one question in another article, feel free to include them.

My Questions

Question 1

Question 2

Question 3

Reading — Facts

Facts for article 1

Facts for article 2

Facts for article 3

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WRITING — Draft an Informational Essay—Wednesday

Today, you are going to quickly draft an informational essay using the questions, answers and facts from your research the day before.

Your goal is to start and finish the Informational Essay draft within 1 hour.

- **STAY FOCUSED**. Make sure you stay focused on your Topic and your questions. If it doesn't help answer the question, do not write it down.
- **KEEP WRITING**. Refer to your plan when you get stuck.
- **USE YOUR CHECKLIST**. Your checklist is everything you need in your essay. If you cannot think of what to write next, look at your checklist and your facts.
- **DO NOT WORRY ABOUT SPELLING**. Spell words the best you can. Spell them how they sound. Circle any word you are unsure about. You can always fix it during the editing phase.
- **BE SPECIFIC**. Avoid words like stuff, things and it unless you have explained what these things are. Your reader cannot read your mind.
- **READREAD**. Once you are finished with your essay, reread it again 2 times.

1st Reread—Does it look right, sound right and make sense.

Did you accidentally forget a word? Did you accidentally write a word twice?

Notice when you pause. Did you add punctuation? (. ? ! ,)

Do you have a capital letter at the beginning of each sentence and with names?

Did you start a sentence with And, But, Because, Or

2nd Reread—Use your checklist. Reread your essay and point to each part of the checklist that is in your essay. If you forget a part, add it in.

Author's Craft—Use an Author's Craft to Explain Your Facts

List and Explain

Give a list of examples.
Teach about and explain the most important example.

Micro-story / Anecdote

Give a list of examples. Write a short narrative showing a real life example.

Compare and Contrast

Give 2 examples. Explain how they are the same and how they are different.

INFORMATIONAL ESSAY CHECKLIST

Introduction (10-15 min.)

- ___ Hook (Write a micro-story or teach and explain the topic is)
- ___ Thesis (What is your idea you are trying to prove? This is the **main idea** of your essay)
- ___ 3 Examples (Give 3 examples each in its own sentence—Order them in a reasonable way)

Subtopic 1 (Explain your first example in a paragraph) (10-15 min.)

- ___ Transition word or Phrase (one Reason, another reason, More Importantly,)
- ___ State your example (the main idea of your subtopic)
- ___ Explain your example (use 2-3 facts and explain the facts using an author's craft)
- ___ Conclusion (what is a lesson the reader can learn or action they can do)

Subtopic 2 (Explain your second example in a paragraph) (10-15 min.)

- ___ Transition word or Phrase (one Reason, another reason, More Importantly,)
- ___ State your example (the main idea of your subtopic)
- ___ Explain your example (use 2-3 facts and explain the facts using an author's craft)
- ___ Conclusion (what is a lesson the reader can learn or action they can do)

Subtopic 3 (Explain your Third example in a paragraph) (10-15 min.)

- ___ Transition word or Phrase (one Reason, another reason, More Importantly,)
- ___ State your example (the main idea of your subtopic)
- ___ Explain your example (use 2-3 facts and explain the facts using an author's craft)
- ___ Conclusion (what is a lesson the reader can learn or action they can do)

Conclusion (10-15 min.)

- ___ Restate your Thesis (Say it again in a new way)
- ___ Restate the examples (Say them again in a new way, maybe combine them)
- ___ Teach and explain a lesson or action for the reader.

- REREAD** ___ Does it sound right, Extra words, Missing words, Punctuation, Capitals.
___ Reread again to see if you have all the parts of the essay (Use the checklist)

WRITING — Edit/Revise and Publish an Informational Essay— Wed. to Fri.

Over the next three days you will edit, revise and publish your narrative. When you revise you will read your draft and identify one part you did well, and one part you want to make better. You will rewrite only that part.

WEDNESDAY—EDIT YOUR ESSAY —Reread your Informational Essay

- ___ **Does it sound right?** Do you have extra words or missing words,
- ___ **Punctuation.** Notice where you pause in your reading. Is there commas and ending Punctuation?
- ___ **Capitals.** Do you have Capitals at the beginning of each sentence, with names, and the word I?
- ___ **Paragraphs.** Is each part of your essay in its own section? Do you indent each new paragraph?
- ___ **Spelling.** Are your words spelled correctly? Use a dictionary, or google to help you spell words.
- ___ **Neatness.** Is your handwriting neat so others can read it? Are you forming your letters correctly?

THURSDAY—REVISE YOUR INFORMATIONAL ESSAY (reread your essay and find the weakest part)

- ___ **Write a new Introduction.** Change your hook. Rewrite your thesis in a new, more interesting way. Make your examples sound more interesting.
- ___ **Write a new Subtopic.** Change your transition phrase. Try your subtopic main idea a new way. Try a different author’s craft. Try a new lesson or conclusion.
- ___ **Write a new Conclusion.** Restate your Thesis in a new, more interesting way. Restate your examples in an interesting way. Offer a different lesson or action the reader can do.

FRIDAY—PUBLISH YOUR INFORMATIONAL ESSAY

- ___ Rewrite or type your narrative using the edited and revised changes.

HINT: What you learned from editing and revising your draft, practice doing it the next time you write your first draft.