Information Writing Template

1. Write the introduction.

State the topic: _____

_____

2. Write the body of the piece.

Paragraph 1

Topic sentence: _____

Supporting sentences: _____

_____

_____

_____

Paragraph 2

Topic sentence: _____

Supporting sentences: _____

_____

_____

_____

3. Write the conclusion.

Restate the topic: _____

Refer to the information presented: _____

_____

_____

_____

4. Use transition words and phrases.

also, another, as a result, because, besides, finally, first, for example,
in addition, in conclusion, most importantly, such as, that is why, to sum up